

Effective 31 May 2005

Personnel Procurement

Operational Management Systems

For the Commander:

JAMES M. PALERMO
Colonel, General Staff
Chief of Staff

Official:

BRUCE W. MORRIS
Assistant Chief of Staff, G-6

History. This regulation publishes a new USAREC Reg 601-107, which is effective 31 May 2005. This regulation incorporates USAREC Reg 350-6, USAREC Reg 350-7, and USAREC Reg 350-9. In addition, this regulation incorporates the operational management portions of USAREC Reg 350-12 and USAREC Reg 601-37.

Summary. This regulation prescribes policies, procedures, and responsibilities for the proper use of the recruiter, recruiting station, recruiting company, chaplain, and Army Medical Department operational management systems.

Applicability. This regulation applies to and is

binding on all military and civilian members of the United States Army Recruiting Command. If any provision of this regulation not required by law, conflicts with the terms of a collective bargaining agreement, the collective bargaining agreement shall take precedence. Soldiers who fail to comply with its provisions may be subject to adverse administrative or disciplinary action under the Uniform Code of Military Justice. Civilian employees who fail to comply will be subject to disciplinary or adverse actions under appropriate Federal law and regulations. All recruiting personnel are individually responsible to report any known infraction of this or any other regulation to the appropriate supervisor in their chain of command.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G-3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to an individual within the proponent agency in the grade of lieutenant colonel or the civilian equivalency.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRO-PP-PO, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution Y. This regulation is published in the Recruiter Management UPDATE. This regulation is also available electronically and can be found on the Command Enterprise Portal.

Contents (Listed by paragraph number)

Chapter 1

Introduction

Purpose ● 1-1

References ● 1-2

Explanation of abbreviations and terms ● 1-3

Chapter 2

Regular Army and Army Reserve Recruiter Recruiter ● 2-1

Operations management ● 2-2

Recruiting zones ● 2-3

Time management ● 2-4

Prospecting ● 2-5

Prospecting in schools ● 2-6

School lists ● 2-7

Lead generation ● 2-8

Applicant testing ● 2-9

Student Armed Services Vocational Aptitude Battery ● 2-10

Chapter 3

RS Commander

RS commander ● 3-1

Command functions ● 3-2

Operations management ● 3-3

Mission planning ● 3-4

Recruiting zones ● 3-5

Prospecting ● 3-6

Time management ● 3-7

Inspection log ● 3-8

Operations and market analysis board ● 3-9

Reception and integration ● 3-10

Chapter 4

CLT

CLT ● 4-1

Operations management ● 4-2

Command functions ● 4-3

Recruiting zones ● 4-4

Lead generation ● 4-5

School Recruiting Program ● 4-6

OMA ● 4-7

Reports and records ● 4-8

Reception and integration ● 4-9

New Recruiter Certification Program ● 4-10

Station Commander Certification Program ● 4-11

Disposition and filing instructions ● 4-12

Chapter 5

Chaplain Recruiting Teams

Chaplain recruiters ● 5-1

Market area ● 5-2

Prospecting ● 5-3

LRL ● 5-4

School program ● 5-5

Scheduling appointments ● 5-6

Chaplain Mentor Program ● 5-7

Prospect data record file system ● 5-8

Chapter 6

AMEDD Recruiting Program

Mission ● 6-1

Operations management ● 6-2

OMA board ● 6-3

Mission planning ● 6-4

Time management ● 6-5

Declinations ● 6-6

Appendixes

A. References

B. School Folders

C. USAR Unit Data Folder

D. Summary of Required Reports and Records

E. Operations and Market Analysis Board

F. Conversion Data Chart

*This regulation supersedes USAREC Regulation 350-6, 28 February 2002; USAREC Regulation 350-7, 28 February 2002; USAREC Regulation 350-9, 16 July 2002; and the operational management portions of USAREC Regulation 350-12, 4 March 1998, and USAREC Regulation 601-37, 4 December 2000.

- G.** Lead Source Analysis
- H.** School Recruiting Program
- I.** Chaplain Lead Refinement Codes
- J.** Chaplain School Recruiting Program
- K.** Chaplain Mentor Program
- L.** Chaplain Planning Guide
- M.** Chaplaincy Prospect Data Record
- N.** Chaplaincy Processing List

Glossary

Tables

- D-1.** Summary of required reports and records
- D-2.** Summary of ARISS required reports and records
- E-1.** Instructions for completing USAREC Form 816 and USAREC Form 816-A
- E-2.** Contract and accession legend
- E-3.** Instructions for completing ZIP Code information for the address labels for overlay 2
- E-4.** Instructions for completing USAREC Form 711-3 and USAREC Form 711-3-A
- E-5.** Instructions for completing USAREC Form 817 and USAREC Form 817-A
- E-6.** Instructions for completing USAREC Form 711-7 and USAREC Form 711-7-A
- E-7.** AMEDD contract and accession legend
- E-8.** Instructions for completing USAREC Form 1260 and USAREC Form 1260-A
- E-9.** Instructions for completing USAREC Form 711-9 and USAREC Form 711-9-A
- E-10.** Chaplain contract and accession legend
- I-1.** Chaplain lead refinement codes

Figures

- 5-1.** Chaplain management binder
 - B-1.** Sample of a completed USAREC Form 1256
 - B-2.** Sample of a completed USAREC Form 446
 - C-1.** Sample of a completed USAREC Form 1149
 - E-1.** Sample USAREC Form 816-A
 - E-2.** Sample USAREC Form 711-3-A
 - E-3.** Sample ZIP Code label
 - E-4.** Sample of a completed USAREC Form 817-A
 - E-5.** Sample of a completed USAREC Form 711-7-A
 - E-6.** Sample of a completed USAREC Form 1260-A
 - E-7.** Sample of a completed USAREC Form 711-9-A
 - J-1.** Sample of a completed USAREC Form 1161
 - K-1.** Sample of a completed USAREC Form 1162
 - K-2.** Sample MOU for Chaplain Mentor Program
 - M-1.** Sample of a completed USAREC Form 200-7
 - N-1.** Sample of a completed USAREC Form 533-C
-

Chapter 1

Introduction

1-1. Purpose

This regulation prescribes policies, procedures, and responsibilities for use of the recruiter, recruiting station (RS), recruiting company (Rctg Co), chaplain, and Army Medical Department (AMEDD) operational management systems.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

Chapter 2

Regular Army and Army Reserve Recruiter

2-1. Recruiter

Recruiters are responsible for prospecting, processing, and enlisting qualified individuals into the Regular Army (RA) and/or United States Army Reserve (USAR) in support of the monthly and quarterly RS missions and overall needs of the Army.

2-2. Operations management

Use of the Army Recruiting Information Support System (ARISS) and other management tools, forms, and techniques described within this regulation are mandatory unless specifically excluded.

2-3. Recruiting zones

All recruiters are responsible for their assigned schools and geographically assigned area of operation (AO) for development of centers of influence (COIs) and very important persons (VIPs), postings, and community relations. Recruiters will actively prospect within their RS zones. If contact is initiated with applicants living outside the RS zone, rapport will be maintained with the applicant until processing responsibility is determined in accordance with USAREC Reg 600-22.

2-4. Time management

Recruiters will prepare a 2-week plan and update daily. The plan will reflect the five critical tasks (prospecting, interviewing, processing, Future Soldier Training Program (FSTP), and followup) and all known future events that will consume the recruiter's time. All plans must be detailed and reflect the events entered on the recruiter workstation (RWS). This plan will be recorded in the recruiter's planning guide. The RS commander will approve and initial the recruiter's planning guide daily.

2-5. Prospecting

Recruiters will conduct prospecting efforts utilizing all lead sources available in accordance with the RS commander's guidance.

2-6. Prospecting in schools

Recruiters will develop and execute a school program for all their postsecondary schools and high schools (HSs).

2-7. School lists

Recruiters will make every attempt to obtain student lists from postsecondary school and HS officials. When a school refuses to release, recruiters will construct student lists using every available lead source.

2-8. Lead generation

Recruiters will post all leads from all sources to the RWS (e.g., leads, referrals, face-to-face prospecting, walk-ins, call-ins, etc.). Cross-reference of existing lead refinement lists (LRLs) and automated lead refinement lists (ALRLs) will be accomplished periodically to eliminate duplication.

2-9. Applicant testing

Recruiters will use the RWS to schedule applicants for all initial Armed Services Vocational Aptitude Battery (ASVAB), special testing, or retesting at mobile examining team (MET) sites or Military Entrance Processing Stations (MEPS). Recruiters will retrieve test scores from other services using the ARISS replication and projection feature.

2-10. Student Armed Services Vocational Aptitude Battery

Student Armed Services Vocational Aptitude Battery (SASVAB) results will automatically be downloaded and prioritized into the RWS through the replication process in accordance with USAREC Pam 601-32. When SASVAB results are received, special agreements with school officials will be honored and students contacted. See appendix B for contact milestones.

Chapter 3

RS Commander

3-1. RS commander

RS commanders will command, supervise, and train recruiters to accomplish the monthly mission with absolute integrity, observing all current policies and regulations.

3-2. Command functions

The RS commander is responsible for the supervision, training, and welfare of all personnel assigned or attached to the RS. RS commanders will receive command and management directives from the company leadership team (CLT). RS commanders will select and train recruiters to assume management and command duties during the RS commander's absence.

3-3. Operations management

The RS commander is responsible for the overall mission performance of the RS. Management of the recruiting process will be accomplished using the management tools presented in ap-

pendixes B through H. Use of management tools as prescribed in this regulation is mandatory for all RS commanders.

3-4. Mission planning

RS commanders will prepare a Top of the System (TOS) mission accomplishment plan (MAP) for RA and USAR in accordance with USAREC Pam 601-32, chapter 32, prior to T-2 of each recruiting contract month (RCM) (see apps F and G).

3-5. Recruiting zones

RS commanders will assign recruiting zones (ZIP Codes and schools) to recruiters via ARISS TOS. Zones are assigned based on fair share of market as well as other considerations such as demographics, geography, etc. Zones are assigned to expand and penetrate the market, not on the basis of the recruiter's component.

3-6. Prospecting

The RS commander will direct prospecting and lead generation activities.

3-7. Time management

The RS commander will review, approve, and initial the recruiter's 2-week plan daily. The RS commander will maintain and systematically record all known future events in his or her planning guide.

3-8. Inspection log

The RS commander will maintain USAREC Form 1117 (Recruiting Inspection Log) in a three-ring binder until the close of the fiscal year (FY) and then in the RS functional files for 1 year.

3-9. Operations and market analysis board

The RS commander will post and maintain the operations and market analysis (OMA) board, which includes USAREC Form 816-A (Recruiting Unit Assets), USAREC Form 711-3-A (RA and USAR Performance), and market share ZIP Codes in accordance with appendix E.

3-10. Reception and integration

It is the responsibility of the RS commander to welcome and provide a smooth transition for new recruiters and their family members in accordance with AR 600-8-8.

Chapter 4

CLT

4-1. CLT

The mission of the CLT is to command, supervise, and train RS commanders and recruiters to accomplish the monthly recruiting mission with integrity, observing all current policies and regulations.

4-2. Operations management

The CLT will manage recruiting operations with operational management tools in accordance with appendixes E through H. These forms are

mandatory, except where otherwise specified in the appendixes.

4-3. Command functions

The CLT will receive command and management directives from the battalion leadership team (BLT). Only the Rctg Co commander or first sergeant (1SG) can perform Rctg Co command and management functions.

4-4. Recruiting zones

The CLT will provide to each RS a specific geographical zone with an identifiable market capable of supporting the mission. The CLT will enforce zone recruiting and determine processing responsibility in accordance with USAREC Reg 600-22.

4-5. Lead generation

The CLT will monitor RS prospecting efforts via inspections and afteraction reviews (AARs). The CLT will give guidance and direction, if necessary, to redirect the RS's lead generation activities (simultaneous market penetration) toward mission accomplishment.

4-6. School Recruiting Program

The Rctg Co commander has overall responsibility for the postsecondary and HS programs to include yearly visits to all schools and enforcement of the 90 days after graduation protection rule. The Rctg Co commander will review and sign all school folders and develop a Rctg Co school plan that will mirror the recruiting battalion's (Rctg Bn's) in accordance with appendix H.

4-7. OMA

The CLT will maintain USAREC Form 816-A, USAREC Form 711-3-A, and market share by ZIP Code in accordance with appendix E.

4-8. Reports and records

The CLT will maintain USAREC Form 1117 in a three-ring binder until the close of the FY and then in the functional files for 1 year. The CLT will use USAREC Form 496 (Near-Term Training Plan) and USAREC Form 967 (Training Record) to document training.

4-9. Reception and integration

The CLT will implement and manage the Army Sponsorship Program in accordance with AR 600-8-8.

4-10. New Recruiter Certification Program

The 1SG is responsible for the New Recruiter Certification Program in accordance with USAREC Pam 350-2. The operations and training noncommissioned officer (NCO) will maintain USAREC Form 1006 (Recruiter Handbook Tracking Log) to facilitate program management of recruiters in the New Recruiter Certification Program.

4-11. Station Commander Certification Program

The 1SG is responsible for the Station Commander Certification Program in accordance with

USAREC Pam 350-12. The operations and training NCO will maintain USAREC Form 1259 (Station Commander Handbook Tracking Log) through program completion.

4-12. Disposition and filing instructions

The operations and training NCO will file the USAREC Form 1006 in functional file 601-210i (Recruiting Management Files). Upon program completion, forms will be placed in the inactive file for 1 year. USAREC Form 1259 will be filed along with the Station Commander Certification Program Handbook in functional file 601-210i for a period of 2 years. USAREC Form 496 and USAREC Form 967 will be maintained in functional file 601-210i for 2 FYs.

Chapter 5

Chaplain Recruiting Teams

5-1. Chaplain recruiters

Chaplain recruiters (CRs) are responsible for prospecting and processing qualified individuals for commission in the USAR Chaplain Program and accomplishment of the annual chaplain mission.

5-2. Market area

CRs are responsible for their assigned market area and the development of COIs and VIPs, partnerships with key personnel in graduate schools, and relationships with ecclesiastical endorsing agents. CRs are also responsible for posting recruiting publicity items at graduate schools and cultivating positive community relations. CRs are prohibited from prospecting outside their assigned market area, except for national faith group conferences approved and coordinated by the Headquarters, United States Army Recruiting Command (HQ USAREC), Chaplain Recruiting Branch. Chaplain applicant processing responsibility is determined by where the applicant resides when initially contacted. Chaplain candidate processing responsibility is determined by where the candidate resides or where they will be attending seminary as a full-time resident student. For chaplain candidate applicants attending seminary via distance learning, processing responsibility is determined by where the applicant resides. All other applicants who have completed the physical will remain with the original recruiter, regardless of their relocation during the application process. When contact is initiated with applicants living outside the CR's area, the CR will maintain rapport while processing responsibility is determined by the HQ USAREC, Chaplain Recruiting Branch.

5-3. Prospecting

CRs will prospect using all available lead sources to ensure total market penetration. All leads who become prospects will be recorded on ARISS.

5-4. LRL

CRs will post leads from all sources (e.g., graduate school lists, alumni lists, referrals, visits, group presentations, walk-ins, call-ins, etc.) to

ARISS and the general LRL as they become prospects. See appendix I for appropriate codes.

5-5. School program

CRs will categorize graduate schools into priorities based on mission, faith groups, past success, and geographical location. CRs will implement the Graduate School Recruiting Program and accomplish the following:

- a. Complete a USAREC Form 1161 (Chaplain Graduate School Data Sheet) (see fig J-1) on all schools.
- b. Document availability and use of chaplain mentors on USAREC Form 1162 (Chaplain Mentor Roster) (see fig K-1).

5-6. Scheduling appointments

CRs will accomplish the following administrative actions after an appointment is made:

- a. Enter the appointment in the planning guide (see app L).
- b. Initiate USAREC Form 200-7 (Chaplaincy Prospect Data Record) immediately upon the prospect's agreement to a scheduled MEPS physical (see app M) and fax the completed USAREC Form 200-7 to the HQ USAREC, Chaplain Recruiting Branch. The completed USAREC Form 200-7 will be maintained as a backup document. Schedule and record the preappointment physical examination date on USAREC Form 200-7, in the CR's planning guide, and on the USAREC Form 533-C (Chaplaincy Processing List) (see app N). Leaders can use this form to check the status of applications.
- c. Enter the proper information in ARISS. In the case of a new lead, add the prospect's name to ARISS before coding.

5-7. Chaplain Mentor Program

After selection, the CR will explain to the chaplain/chaplain candidate (CH/CC) the Chaplain Mentor Program and what to expect during initial assignment in accordance with appendix K. The CR will also review pay and benefits and provide a summary of CH/CC responsibilities while in the program (e.g., referrals, physical conditioning, and CR contact requirements). The CR will contact the CH/CC once every 2 weeks at a minimum until appointed or reappointed. The CR will reinforce basic eligibility requirements and ask for referrals. All contact results will be annotated on USAREC Form 200-7.

5-8. Prospect data record file system

The prospect data record (PDR) file system is part of the chaplain recruiting management binder. CRs will file PDRs in accordance with figure 5-1, which outlines the organization of the CR management binder. Authority to terminate a prospect or applicant is the sole responsibility of the CR. Upon termination, the LRL will be annotated and the PDR placed in a centralized alphabetical filing system, where it will be maintained for a minimum of 24 months.

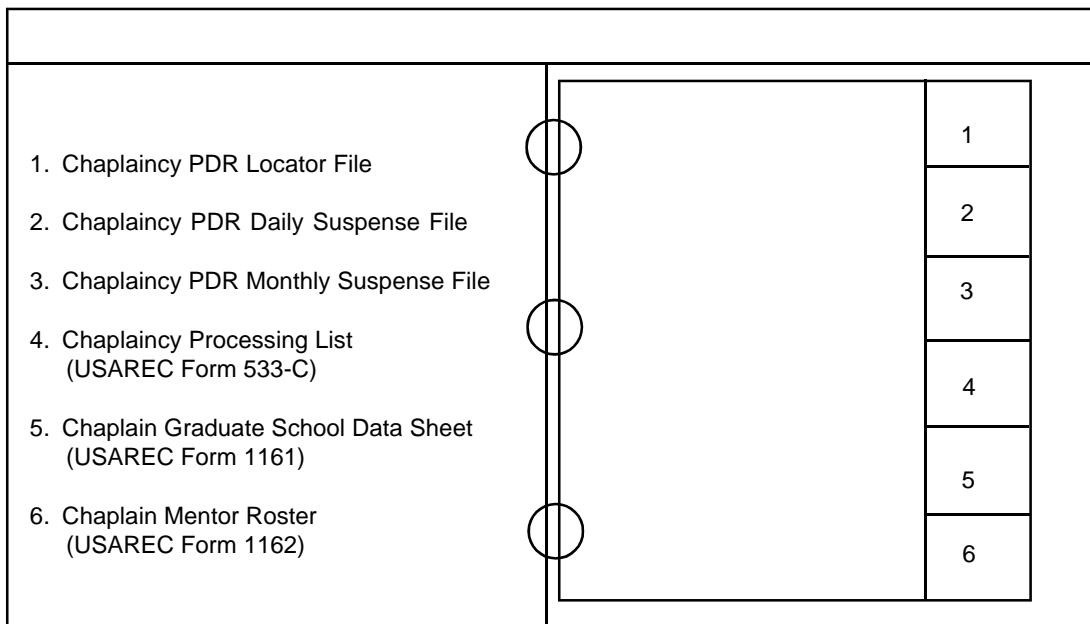


Figure 5-1. Chaplain management binder

Chapter 6 AMEDD Recruiting Program

6-1. Mission

Health care recruiters (HCRs) are responsible for prospecting, determining eligibility processing, and commissioning qualified medical professionals into the RA or USAR in support of the overall needs of AMEDD. The health care recruiting station (HCRS) commander is responsible to supply HCRs with operational-related materials, serve as subject matter experts (SMEs) in their HCRS, and take full responsibility for all actions within the HCRS. The health care leadership team (HCLT) is responsible to direct HCRs' recruiting efforts in mission categories to achieve their mission.

6-2. Operations management

HCRS commanders will continuously evaluate assigned HCRs to determine training needs and provide precise training in those areas. HCLTs will train HCRS commanders to assume duties as the HCLT noncommissioned officer in charge (NCOIC) in the NCOIC's absence.

6-3. OMA board

Each HCRS, HCLT, and BLT will post and maintain an OMA board in accordance with appendix E.

6-4. Mission planning

HCR prospecting requirements are directed by the HCRS commander based on the BLT's mission requirements.

6-5. Time management

RS commanders will review and initial the HCR's planning guide weekly to ensure a plan has been

formulated. The planning guide must be detailed and reflect the events required to accomplish the HCR's mission. This tool will be updated as events occur but no less than weekly.

6-6. Declinations

The HCR will immediately report any declinations of selection through the medical recruiting battalion (MRB) to the appropriate division at HQ USAREC. Applicants who decline selection must forward a letter of declination through the HCR to HQ USAREC, ATTN: RCHS-OPS, 1307 3rd Avenue, Fort Knox, KY 40121-2726.

Appendix A References

Section I Required Publications

AR 140-185

Training and Retirement Point Credit and Unit Level Strength Accounting Records. (Cited in para K-2b(2).)

AR 600-8-8

The Total Army Sponsorship Program. (Cited in paras 3-10 and 4-9.)

AR 600-9

The Army Weight Control Program. (Cited in para M-2a(6).)

USAREC/FORSCOM Reg 140-1

Recruiting Partnership Council. (Cited in para C-2b(5).)

USAREC Reg 600-22

Assignment of Enlistment Processing Responsibility. (Cited in paras 2-3 and 4-4.)

USAREC Pam 350-2

New Recruiter Program. (Cited in para 4-10.)

USAREC Pam 350-12

Recruiter Conversion Program. (Cited in para 4-11.)

USAREC Pam 350-13

School Recruiting Program Handbook. (Cited in paras B-1 and H-4e.)

USAREC Pam 601-32

Recruiter and Station Commander Army Recruiting Information Support System Users Manual. (Cited in paras 2-10, 3-4, F-2, and F-3.)

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this publication.

AR 25-400-2

The Army Records Information Management System (ARIMS).

USAREC Reg 1-21

Inspections.

USAREC Reg 37-16

Recruiter Expense Allowance.

USAREC Reg 56-1

Management of Government-Owned Vehicles.

USAREC Reg 380-4

Security Program.

USAREC Reg 601-59

Department of Defense Student Testing Program.

USAREC Reg 601-73

Missioning Procedures.

USAREC Reg 601-87

Recruiting Market Analysis.

USAREC Reg 601-95

Delayed Entry and Delayed Training Program.

USAREC Reg 601-104

Postsecondary Schools Recruiting Program.

USAREC Reg 601-106

Active Duty for Special Work Program.

USAREC Reg 608-1

National Voter Registration Act.

Section III

Prescribed Forms

USAREC Form 200-7

Chaplaincy Prospect Data Record. (Prescribed in paras 5-6b, 5-7, M-1, and M-2.)

USAREC Form 446

High School Folder. (Prescribed in paras B-1, B-2, and B-3.)

USAREC Form 533-C

Chaplaincy Processing List. (Prescribed in paras 5-6b, M-1, N-1, N-2, and N-3.)

USAREC Form 636

School Data Sheet (RA and USAR). (Prescribed in para E-6a.)

USAREC Form 711-3

RA and USAR Performance (8-1/2" X 11"). (Prescribed in para E-5c.)

USAREC Form 711-3-A

RA and USAR Performance (15" X 24"). (Prescribed in paras 3-9, 4-7, E-2c, E-4b, E-5c, and E-12c.)

USAREC Form 711-7

Annual Medical Recruiting Mission Assignment (With Quartely Breakout) (8-1/2" X 11"). (Prescribed in para E-7b.)

USAREC Form 711-7-A

Annual Medical Recruiting Mission Assignment (With Quartely Breakout) (15" X 24"). (Prescribed in paras E-7b and E-8c.)

USAREC Form 711-9

Chaplain Mission Performance Summary (8-1/2" X 11"). (Prescribed in para E-10c.)

USAREC Form 711-9-A

Chaplain Mission Performance Summary (15" X 24"). (Prescribed in paras E-9b and E-10c.)

USAREC Form 816

Recruiting Unit Assets (8-1/2" X 11"). (Prescribed in paras E-5a, E-6a, and E-6b.)

USAREC Form 816-A

Recruiting Unit Assets (15" X 24"). (Prescribed in paras 3-9, 4-7, E-2a, E-4a, E-5a, E-6a, E-6b, and E-12e.)

USAREC Form 817

Medical Recruiting Station and/or Team Assets (8-1/2" X 11"). (Prescribed in paras E-7a and E-8a.)

USAREC Form 817-A

Medical Recruiting Station and/or Team Assets (15" X 24"). (Prescribed in paras E-7a and E-8a.)

USAREC Form 1149

USAR Unit Data Folder. (Prescribed in paras C-1, C-2, and C-3a.)

USAREC Form 1161

Chaplain Graduate School Data Sheet. (Prescribed in paras 5-5a and J-2.)

USAREC Form 1162

Chaplain Mentor Roster. (Prescribed in paras 5-5b, K-2a, K-2a(2), and K-2a(3).)

USAREC Form 1256

Postsecondary School Folder. (Prescribed in paras B-1, B-2, and B-3.)

USAREC Form 1260

Chaplain Recruiting Unit Assets (8-1/2" X 11"). (Prescribed in para E-10a.)

USAREC Form 1260-A

Chaplain Recruiting Unit Assets (15" X 24"). (Prescribed in paras E-9a and E-10a.)

Section IV

Referenced Forms

DA Form 1380

Record of Individual Performance of Reserve Duty Training.

DD Form 214

Certificate of Release or Discharge From Active Duty.

DD Form 2807-2

Medical Prescreen of Medical History Report.

SF 1164

Claim for Reimbursement for Expenditures on Official Business.

USAREC Form 496

Near-Term Training Plan.

USAREC Form 512

Regular Army and Reserve Component Referral Sheet.

USAREC Form 584

Motor Vehicle Usage Record.

USAREC Form 636-B

Postsecondary School Sheet (RA and USAR).

USAREC Form 967

Training Record.

USAREC Form 979

Active Duty for Special Work Performance Report.

USAREC Form 1006

Recruiter Handbook Tracking Log.

USAREC Form 1079

Registration Application Summary.

USAREC Form 1117

Recruiting Inspection Log.

USAREC Form 1259

Station Commander Handbook Tracking Log.

Appendix B

School Folders

B-1. General

The intent of the school folders (USAREC Form 1256 (Postsecondary School Folder) (fig B-1) and USAREC Form 446 (High School Folder) (fig B-2)) is to assist in planning and maintaining an effective school program. The recruiter will maintain a written account of all school activities. When properly completed, the school folder presents a profile of all that has happened or needs to happen in the school. Recruiters and leaders can also use school folders to evaluate specific programs conducted in the school. The folder also lists key educators who are most likely to support recruiting efforts. All school visits will be documented in the school folder. These entries will include, at a minimum, the date of the visit and what the recruiter accomplished (who, what, when, where, and how). USAREC Pam 350-13 lists activities to be accomplished throughout the school year (SY).

B-2. USAREC Form 1256 and USAREC Form 446

- a. Front cover. Record data to reflect the profile for each school.
- b. Inside front cover. List the names, telephone numbers, and e-mail addresses of the faculty and the student governing body, and the school's calendar of events.
- c. Inside back cover. Space is provided to record necessary school information that is not addressed on the folder itself (e.g., newspaper ads, directory lists, and other pertinent data as the recruiter deems necessary). Keep all current SASVAB lists with the appropriate school folder.
- d. Outside back cover. List the names of FSTP members along with their enlistment options.

B-3. Filing and disposition

Recruiters will initiate USAREC Form 1256 and USAREC Form 446 on 1 July or the next available workday. The RS commander will maintain school folders in the inactive files for at least 2 years. Folders older than the current SY plus 2 years may be destroyed.

Postsecondary School Folder (For use of this form see USAREC Reg 601-107)								
College Profile for SY: <u>2004-2005</u>					College Priority: <u>1</u>			
Graduation Dates: <u>18 Dec 04/14 May 05</u>								
Type of School (circle the type(s) that apply):								
<input checked="" type="radio"/> Public <input type="radio"/> Private <input checked="" type="radio"/> 2-Year College <input type="radio"/> 4-Year College <input checked="" type="radio"/> Vocational Trade (Postsecondary) Other: _____								
Contact Milestones								
	Phase I		Phase II		Phase III		Phase IV	
	SY 1st Qtr (Jul-Sep)		SY 2d Qtr (Oct-Dec)		SY 3d Qtr (Jan-Mar)		SY 4th Qtr (Apr-Jun)	
Priority 1 Schools	2-Year College Students --40 Percent		4-Year College Freshmen and Seniors--40 Percent 2-Year College Students --75 Percent		4-Year College Freshmen and Seniors--75 Percent 2-Year College Students --90 Percent		4-Year College Freshmen and Seniors--100 Percent 2-Year College Students --100 percent	
Priority 2/3 Schools	Mail outs encouraged if lists are provided		Mail outs encouraged if lists are provided		Mail outs encouraged if lists are provided		Mail outs encouraged if lists are providedd	
4-Year College Enrollment:					2-Year College Enrollment:			
Freshmen: _____					1st Year Students: <u>562</u>			
Seniors: _____					2d Year Students: <u>2,960</u>			
Total 4-Year Enrollment: _____					Total 2-Year Enrollment: <u>3,522</u>			
Performance Achievements								
	Enlistments				OCS/WOFT Packets			
	Current SY		Previous SY		Current SY Applications Submitted		Previous SY Applications Submitted	
	RA	USAR	RA	USAR	OCS	WOFT	OCS	WOFT
Goal	3	2						
Achieved								

School Name: Elizabethtown Community College

Address: 600 College St., Elizabethtown, KY 42701

Telephone: 769-2371

USAREC Form 1256, Rev 1 May 05 (Previous editions will be used)

Figure B-1. Sample of a completed USAREC Form 1256 (front cover)

FACULTY INFORMATION

769-2371 plus extension

NAME	OFFICE TELEPHONE	E-MAIL (if available)
President/Chancellor: <u>Dr. Thelma White</u>	<u>X68410</u>	<u>Thelma.White@kctcs.edu</u>
Dean of Students: <u>Dr. Dale Buckles</u>	<u>X68431</u>	<u>Dale.Buckles@kctcs.edu</u>
Placement Director: <u>NA</u>		
Registrar: <u>Peggy Hoskinson</u>	<u>X68527</u>	<u>Peggy.Hoskinson@kctcs.edu</u>
Counselor: <u>Chuck Spataro</u>	<u>X68476</u>	<u>Chuck.Spataro@kctcs.edu</u>
Newspaper/Yearbook Advisor: <u>Suzanne Darland</u>	<u>X68460</u>	<u>Suzanne.Darland@kctcs.edu</u>
Faculty Members in USAR: <u>Unknown</u>		
Helpful Faculty Member(s): _____	<u>*NOTE: School does</u>	<u>not publish yearbook*</u>

STUDENT INFORMATION

769-2371 for Student Government

President: <u>Sam Beasley</u>	_____	_____
Vice President: <u>Elizabeth Parrish</u>	_____	_____
Secretary: <u>Triana Pslidner</u>	_____	_____
Newspaper Editor: <u>None this semester</u>	_____	_____
Yearbook Editor: <u>Suzanne Darland - Advisor</u>	<u>X68460</u>	<u>Suzanne.Darland@kctcs.edu</u>
Helpful Student(s): _____	_____	_____
Students in USAR: <u>Unknown</u>	_____	_____
Teacher Staff Advisor: <u>Suzanne Darland</u>	<u>X68460</u>	<u>Suzanne.Darland@kctcs.edu</u>

ROTC INFORMATION

Total number of SROTC Cadets (M/F): _____ / _____	_____	_____
Professor of Military Science: <u>NA</u>	_____	_____
Senior Instructor: <u>NA</u>	_____	_____
ROTC Student Commander: <u>NA</u>	_____	_____
SMP Members: <u>NA</u>	_____	_____

COLLEGE CALENDAR OF EVENTS

JULY Registration
AUGUST Classes begin - Fall 16 Aug
SEPTEMBER 6 Sep - Labor Day
OCTOBER 1 Oct - Fall break 11 Oct - Midterm
NOVEMBER 11 Nov - Veteran's Day 24 Nov - Thanksgiving
DECEMBER 6-11 Dec - Finals Week
JANUARY Classes begin - Spring
FEBRUARY 21 Feb - President's Day
MARCH 14-19 Mar - Spring Break
APRIL 12 Apr - Career Fair
MAY 2-7 May - Finals Week
JUNE Graduation

Figure B-1. Sample of a completed USAREC Form 1256 (inside front cover) (Continued)

NAME OF SCHOOL NEWSPAPER: The Street

ACCEPT ADS: ☒ YES NO ADS PLACED: YES NO DATES PLACED: As requested, _____, _____, _____

LOCATION(S) OF RPI RACK(S): In all campus buildings.

COLLEGE VISITATION POLICY: visit/contact Welcome Center/Christy Null 769-2371, ext. 68616.

CAREER DAY(S) (type, date, etc.): Currently piggyback with established job fairs. Career Fair - 12 Apr

EDUCATION TOURS (when, where, who): Contact Christy Null (ext. 68616). Scheduled for April 2005 at Ft. Benning.

LIST(S) RELEASED BY SCHOOL OFFICIALS? ☒ YES Peggy Hoskinson NO
(Enter Point of Contact)

SCHOOL RECRUITING INFORMATION (what, when, who): Provide name, address, phone number. Can request specific ages.

Figure B-1. Sample of a completed USAREC Form 1256 (inside back cover) (Continued)

[illegible]

Figure B-1. Sample of a completed USAREC Form 1256 (back cover) (Continued)

COLLEGE PRIORITY EVALUATION		
To determine the priority of each college, use this form to evaluate its cooperation and support of Army recruiting. Check the appropriate box and total all points at the bottom of the page.		
1. NAME OF COLLEGE: <u>Elizabethtown Community College</u>	2. RSID: <u>317H</u>	3. SCHOOL YEAR: <u>2004-2005</u>
4. TYPE OF INSTITUTION: 6 <input checked="" type="checkbox"/> Public - 2 year 4 <input type="checkbox"/> Public - 4 year 2 <input type="checkbox"/> Private - 2 or 4 years		
5. ACCESS: 9 <input checked="" type="checkbox"/> Recruiter has unrestricted access 6 <input type="checkbox"/> Recruiter restricted to two or less visits per year 3 <input type="checkbox"/> Recruiter denied access		
6. STUDENT RECRUITING INFORMATION: 9 <input checked="" type="checkbox"/> Releases list with names, addresses, and phone numbers for each term 6 <input type="checkbox"/> Releases list with partial information or once a year 3 <input type="checkbox"/> Refuses to release student information		
7. COLLEGE ADMINISTRATION (Registrar, Student Services, Financial Aid, Veterans Affairs, and Placement or Career Services): 6 <input checked="" type="checkbox"/> Has access and working relationship with all offices 4 <input type="checkbox"/> Has access and working relationship with at least two of the offices 2 <input type="checkbox"/> Does not have access or working relationship		
8. ConAP PARTICIPANT: 4 <input checked="" type="checkbox"/> ConAP participant 2 <input type="checkbox"/> Non-ConAP participant		
9. ROTC: 4 <input type="checkbox"/> ROTC willingly cooperates with recruiters 2 <input checked="" type="checkbox"/> ROTC is neutral towards recruiting efforts or has no program		
10. PUBLICITY AND CAREER PLANNING AND PLACEMENT: 6 <input checked="" type="checkbox"/> College allows RPI racks and posters; recruiters can set up booths and participate in career fairs 4 <input type="checkbox"/> College limits the previous activities 2 <input type="checkbox"/> College refuses Army publicity and participation in career fairs		
11. MEDIA: 6 <input checked="" type="checkbox"/> College prints Army ads and stories; airs ads and public service announcements and allows recruiter participation 4 <input type="checkbox"/> College prints Army ads only and airs ads and public service announcements 2 <input type="checkbox"/> College refuses to print and/or air Army ads and public service announcements		
12. TAIR: 3 <input checked="" type="checkbox"/> Willingly accepts TAIR events and exhibits 2 <input type="checkbox"/> Restricts TAIR activities to one or two per year 1 <input type="checkbox"/> Refuses TAIR activities on campus		
13. INTERNET: 3 <input type="checkbox"/> Allows Army ad posting to college Web sites 2 <input checked="" type="checkbox"/> Allows link postings from college Web site to Army Web sites 1 <input type="checkbox"/> Denies access to college Web site		
14. TOTAL POINTS: 53		
15. THIS SCHOOL IS CODED (Priority 1 = 32 to 56; Priority 2 = 24 to 31; Priority 3 = 20 to 23) (Check one): <input checked="" type="checkbox"/> Priority 1 <input type="checkbox"/> Priority 2 <input type="checkbox"/> Priority 3		
16. RECRUITER: <u>SFC Smith</u>	17. STATION COMMANDER: <u>SFC Jones</u>	
18. COMPANY COMMANDER: <u>CPT Carter</u>	19. DATE COMPLETED: <u>21 Jun 04</u>	
20. COMMENTS:		

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

COLLEGE PROFILE																																					
College/University: Elizabethtown Community College		RSID: 3i7n	SY: 04																																		
Address: 600 College Street Road, Elizabethtown, KY 42701																																					
Telephone: (270) 769-2371		Website: www.elizabethtowncc.com or http://216.69.5.4																																			
Type of College/University: Public <input checked="" type="checkbox"/> Private <input type="checkbox"/>		2-Year <input checked="" type="checkbox"/>	4-Year <input type="checkbox"/> Vo-Tech <input type="checkbox"/>																																		
Degrees Offered: Biological and physical sciences, business administration, dental hygiene, finance, information science/systems, liberal arts and studies, nursing, quality control technology, real estate, secretarial science.																																					
Student Recruiting Information Release (Solomon Amendment): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> POC: Ms. Hawkins-Registrar Telephone: (270) 769-1217, X300																																					
Stop Out List Release: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> POC: Telephone:																																					
ConAP: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> POC: Mr. Jerry Billings-Coordinator of Off Campus Telephone: (502) 492-0101																																					
Senior ROTC: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> POC: Telephone:																																					
Recruiter Access: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> POC: Mr. Don Davis-Dean of Students Telephone: (270) 769-1217, X322																																					
Hi-Grad Contracts: Current FY: 8 Last FY: 6																																					
Population <table style="width: 100%; border-collapse: collapse;"> <tr> <th></th> <th style="text-align: center;">Male</th> <th style="text-align: center;">/</th> <th style="text-align: center;">Female</th> </tr> <tr> <td>Freshman:</td> <td style="text-align: center;">873</td> <td style="text-align: center;">/</td> <td style="text-align: center;">1,326</td> </tr> <tr> <td>Sophomore:</td> <td style="text-align: center;">506</td> <td style="text-align: center;">/</td> <td style="text-align: center;">830</td> </tr> <tr> <td>Junior:</td> <td style="text-align: center;">-</td> <td style="text-align: center;">/</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Senior:</td> <td style="text-align: center;">-</td> <td style="text-align: center;">/</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Graduates:</td> <td style="text-align: center;">234</td> <td style="text-align: center;">/</td> <td style="text-align: center;">412</td> </tr> </table>			Male	/	Female	Freshman:	873	/	1,326	Sophomore:	506	/	830	Junior:	-	/	-	Senior:	-	/	-	Graduates:	234	/	412	Expenses <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Tuition (Resident):</td> <td style="text-align: right;">\$48.00</td> </tr> <tr> <td>Tuition (Nonresident):</td> <td style="text-align: right;">\$144.00</td> </tr> <tr> <td>Room and Board:</td> <td style="text-align: right;"></td> </tr> <tr> <td>Other:</td> <td style="text-align: right;">\$40.00</td> </tr> <tr> <td>Percent Receiving Financial Aid:</td> <td style="text-align: right;">56</td> </tr> </table>		Tuition (Resident):	\$48.00	Tuition (Nonresident):	\$144.00	Room and Board:		Other:	\$40.00	Percent Receiving Financial Aid:	56
	Male	/	Female																																		
Freshman:	873	/	1,326																																		
Sophomore:	506	/	830																																		
Junior:	-	/	-																																		
Senior:	-	/	-																																		
Graduates:	234	/	412																																		
Tuition (Resident):	\$48.00																																				
Tuition (Nonresident):	\$144.00																																				
Room and Board:																																					
Other:	\$40.00																																				
Percent Receiving Financial Aid:	56																																				
Dates <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Career Days:</td> <td style="text-align: right;">25 Oct 04</td> </tr> <tr> <td>Job Fairs:</td> <td style="text-align: right;">18 Apr 05</td> </tr> <tr> <td>Military Days:</td> <td style="text-align: right;">10 Nov 04</td> </tr> </table>		Career Days:	25 Oct 04	Job Fairs:	18 Apr 05	Military Days:	10 Nov 04	Admissions Profile <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Average ACT/SAT Score:</td> <td style="text-align: right;">NA / NA</td> </tr> <tr> <td>High School Class Ranking:</td> <td style="text-align: right;">NA</td> </tr> </table>		Average ACT/SAT Score:	NA / NA	High School Class Ranking:	NA																								
Career Days:	25 Oct 04																																				
Job Fairs:	18 Apr 05																																				
Military Days:	10 Nov 04																																				
Average ACT/SAT Score:	NA / NA																																				
High School Class Ranking:	NA																																				
Financial Aid Officer: Ms. Betty Price																																					
Telephone: (270) 769-1217 X301		E-mail: betty.price@kctcs.net																																			
Admissions Officer: Ms. Melody Davis																																					
Telephone: (270) 769-3127 X304/308		E-mail: melody.davis@kctcs.net																																			
Career Placement Officer: Ms. JoAnn Streeter																																					
Telephone: (270) 769-3127 X346		E-mail: joann.streeter@kctcs.net																																			
Veterans Officer: Mr. Elmer Varney																																					
Telephone: (270) 769-3127 X267		E-mail: elmer.varney@kctcs.net																																			

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

COLLEGE AND UNIVERSITY ASSESSMENT			
College/University: Elizabethtown Community College			
Postsecondary School Assessment and Objective Formulation			
CHECKLIST	YES	NO	OBJECTIVES
ConAP			
Is the school a member of ConAP?	X		
Has the Admissions Department been briefed on ConAP?	X		
If a member of ConAP, is the school getting referrals?	X		Need to increase referrals
If a member of ConAP, is the school acknowledging intent to enroll or granting admissions?		X	Mtg with ConAP POC to streamline form
Directory Information			
Do they provide student recruiting information (lists)?	X		Sort by age and major, get on disk
Does the school have a written policy prohibiting the release of lists?		X	
If no release of lists, has the Solomon Amendment been applied?		X	
Recruiter Access			
Does the school allow recruiters to visit?	X		Schedule with Student Services
Does the school restrict or limit recruiter visits (once a quarter or semester)?		X	
Do the other Services have the same access?	X		
If no access, has the Solomon Amendment been applied?		X	
Mission Support Battalion Assets			
Will the school allow Mission Support Battalion assets (vans, MEVs, etc.)?			Unknown-schedule with Student Services
Have Mission Support Battalion assets been used at the school within the last 2 years?		X	Schedule Rock Wall
TAIR Assets			
Will the school allow TAIR events at the school?	X		
Has a TAIR asset been used at the school within the last 2 years?	X		Schedule Linguist Team, Lt Wheel Mech
Are classroom presentations allowed in the school?	X		
Has a classroom presentation(s) been given in the last 2 years?		X	Medical presentation to nursing students
USAR			
Have USAR members been identified on campus?		X	Get Vets list from VA POC, visit USAR units
Have USAR assets been utilized with the school (ADSW)?		X	Visit local USAR units for EOC students
COI Events			
Will the school allow COI events at the school?	X		Schedule local HS & college night COI event
Has there been a COI event at the school within the last 2 years?	X		EOC Culinary Arts Program to cater event
Educator Tours			
Has the school had a participant on an Educator Tour within the last 2 years?		X	Invite career placement & financial aid reps
Contacting and Briefing COI			
Veterans Administration representative contacted and/or briefed (vets on campus)?		X	Mtg with VA representative
Financial Aid Department briefed on LRP and ACF?	X		Followup with college first brief
ROTC Department (regardless of service) contacted and/or briefed?			Not applicable
Placement Office contacted to find out table days, career fairs, etc.?	X		Obtain schedule for fall semester
Does the school have media outlets (radio, TV, newspaper)?	X		Radio only
Have PSA, ads, or press releases been placed in these outlets?		X	PSA placement-CLT/HRAP interview
Miscellaneous			
Recruiters attending classes?	X		SGT Goss, SSG Miller next term
Current catalog and/or course schedule available at station?	X		Available online
Has HRAP been used at the school in the last 2 years?		X	Use C, Hardin, Etown, N Hardin HS grad
Has the college profile sheet been established (costs, majors, population)?	X		
Completed and Reviewed By (Initial and Date):			
Recruiter: _____	RS Commander: _____	CLT: _____	ESS: _____

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

COLLEGE MATRIX			
EVENTS AND ACTIVITIES IN BOLD PRINT WILL BE ASSESSED QUARTERLY			
EVENT AND/OR ACTIVITY	WHO	DATE ASSESSED	INITIALS AND REMARKS
JULY			
Read and review USAREC Reg 601-104 and USAREC Pam 350-13.	All	10 Jul	Rctg Co training
E-mail Rctg Bn USAR job vacancy lists to each Rctg Co and RS once a month.	Rctg Bn Ops	16 Jul	E-mailed
Continue contact of 2-year college students.	Rctr	23 Jul	Ongoing
Obtain college catalogs and calendar of events.	Rctr	28 Jul	Student Services and Admissions
Contact admissions for campus tour, if new recruiter.	Rctr	NA	NA
Establish college folder.	Rctr	10 Jul	Reviewed at Rctg Co training
Coordinate with registrar and/or student affairs to assist during orientation week.	Rctr/RS Cdr	NA	NA
Promote and/or schedule ASVAB (2-year colleges).	Rctr/RS Cdr		Recontact in Oct
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	10 Jul	
Send current list of ConAP colleges points of contact to Rctg Co and RS.	ESS	21 Jul	E-mailed
Work with placement office to schedule Army career interviews.	Rctg Co Cdr/ RS Cdr	26 Jul	Rctg Co cdr scheduled for Nov/Dec
Work with student services office on calendar of planned college events.	Rctg Co Cdr/ RS Cdr	28 Jul	Obtained from Student Services
Contact PMS. Assist with summer camp preparation.	Rctg Co Cdr/ RS Cdr	NA	NA
Schedule TAIR assets.	Rctg Co Cdr/ RS Cdr/APA	15 Jul	Rctg Bn APA has fall schedule
Conduct quarterly school plan review (Apr, May, Jun).	BLT/CLT/ESS/ APA	10 Jul	Rctg Co training
Distribute matrix for college folder.	ESS	1 Jul	E-mailed
Conduct sustainment training (based on outcome of quarterly review).	RS Cdr/CLT/ESS	10 Jul	Rctg Co training
Visit ConAP representatives.	Rctg Co Cdr/ RS Cdr/ESS	28 Jul	New application forms for ConAP
Update USAR job vacancy lists and deliver copy to college placement offices.	Rctr	28 Jul	Dropped off in Placement Office
AUGUST			
Assist with orientation week.	Rctr	NA	NA
Plan and/or schedule college visitations, table set-up dates.	Rctr	6 Aug	Mtg with Student Services Dir
Enroll in college class.	Rctr	6 Aug	SGT Goss
Target majors and campus clubs that are MOS specific.	Rctr/RS Cdr	18 Aug	63B-Automotive Program
Visit with student services and offer to participate in special events.	Rctr/RS Cdr	19 Aug	Recontact in Sep for Vets Day Program
Subscribe to campus newspaper.	Rctr	19 Aug	Notified Rctg Bn APA
Coordinate with financial aid office to offer RPIs and briefings to students.	Rctr/RS Cdr	19 Aug	Entrance brief 2 Sep
Promote and/or schedule ASVAB (2-year colleges).	Rctr/RS Cdr		
Obtain media outlet information, ad rates, and procedures.	Rctr/RS Cdr	19 Aug	Rctg Bn APA coordination
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	22 Aug	
Visit colleges and determine access policies.	Rctg Co Cdr/ RS Cdr	19 Aug	Visited with Student Services Dir
Obtain dates of college career days and nights.	Rctg Co Cdr/ RS Cdr	19 Aug	HS & College Fair Night 17 Oct
Coordinate with student services and/or alumni office to participate in homecoming events.	Rctg Co Cdr/ RS Cdr	NA	NA
Visit ConAP colleges.	Rctg Co Cdr/ RS Cdr/ESS	26 Aug	CPT Jones
Plan COI events for college personnel.	Rctg Co Cdr/ RS Cdr/ESS	26 Aug	Possible spring term event
Request student recruiting information from all colleges.	Rctg Co Cdr/ ESS	15 Aug	Letter sent to registrar
Coordinate TAIR assets with Liberal Arts Department, Band, Automotive, etc.	Rctg Co Cdr/ RS Cdr/APA		Recontact in Sep
Ad placement.	APA	26 Aug	APA coordinated
Contact state level college organizations (ACRAO, Veterans Affairs, financial aid officers).	Rctg Co Cdr/ ESS		
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	25 Aug	Dropped off in Placement Office

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

SEPTEMBER			
Coordinate career days with placement office.	Rctr	5 Sep	Scheduled for 21 Nov
Establish working relationship with Veterans Affairs representative.	Rctr	5 Sep	Give VA rep IRR leads
Attend college sports events or maintain knowledge of results.	Rctr		Intramural sports only-fall soccer
Identify college educators and administrators for educator and COI tour.	Rctr	5 Sep	Fin Aid/Career Placement Directors
Identify and prospect at off-campus student locations.	Rctr		Limited - mall
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 Sep	
Coordinate with ROTC Department on planned activities.	Rctr/ Rctg Co Cdr		NA
Identify college's access policy.	Rctg Co Cdr/ RS Cdr		Determined in Aug mtg with Student Services Director
Plan COI event for student leaders.	Rctg Co Cdr/ RS Cdr	10 Sep	Student Leadership Council meets the first Tues of month
Coordinate with student services and/or alumni office to participate in homecoming events.	Rctg Co Cdr/ RS Cdr		NA
Obtain student recruiting information from colleges on semester and quarter plans.	Rctg Co Cdr/ RS Cdr	7 Sep	Received list from registrar on disk
Contact student president and faculty advisors of MOS-specific clubs (law enforcement, history, etc.).	Rctg Co Cdr/ RS Cdr	21 Sep	Mtg with vo-trade instructors (Auto, HVAC, Bldg Cons)
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	5 Sep	Dropped off at Placement Office
OCTOBER			
Identify date when students can stop out and receive full refund (first stop-out period).	Rctr	7 Oct	15 Oct
Begin contacting students, especially freshmen and seniors.	Rctr		Ongoing
Conduct classroom presentations.	CLT/Rctr	13 Oct	Lt wheel mech scheduled for 2 Dec presentation
Confirm mid-term and final exam periods.	Rctr	27 Oct	12-17 Dec finals week
Become acquainted with student organization leaders and faculty advisors.	Rctr	7 Oct	POC listing in Student Union on BB
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	3 Oct	
Participate in homecoming activities.	Rctr/RS Cdr		NA-Vets Day (Rctg Bn cdr speaking)
Plan COI event for student leaders.	Rctg Co Cdr/ RS Cdr	13 Oct	Student Leadership Council Mtg COI scheduled for Nov mtg
Invite ConAP point of contact to speak at Rctg Co training and/or to participate in an educator tour.	Rctr	7 Oct	Mtg with ConAP POC
Meet with college financial aid directors regarding LRP.	Rctg Co Cdr/ RS Cdr/ESS	13 Oct	Briefed on College First
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	15 Oct	E-mailed to Placement Office as requested by school
Have student recruiting information on hand or initiate action on colleges in noncompliance with Solomon Amendment.	Rctg Co Cdr/ ESS		NA
Planning for ad placement.	RS Cdr/APA		Rctg Bn APA placing LRP ad for 15 Nov edition
Conduct quarterly school plan review (Jul, Aug, Sep).	BLT/CLT/ESS/ APA		At Rctg Bn
NOVEMBER			
Coordinate with placement office to receive list of mid-year graduates.	Rctr	10 Nov	Grad date is 15 Dec recontact office after 15 Dec
Coordinate with financial aid office to participate in loan exit briefings.	Rctr	4 Nov	Only have entrance brief, exit brief is online, possible info on Web site
Identify date students can stop out and receive partial refund (second stop-out period).	Rctr		School will not release stop-out list
Continue contacting students (freshmen and seniors at 4-year colleges and all 2-year college students).	Rctr		
Continue liaison with student services and student organization leaders.	Rctr	4 Nov	COI event held for student ldrship council mtg-Rctg Co cdr spoke at event
Confirm start and end dates of Christmas holidays and term breaks.	Rctr	10 Nov	Christmas break 18 Dec-11 Jan
Assist with Veterans Day activities.	Rctr	11 Nov	Rctg Bn cdr spoke at Vets day event
Participate in homecoming activities.	Rctr/RS Cdr	NA	NA
Establish dates with placement office to conduct placement interviews (Special Mission and LRP).	Rctr/RS Cdr	20 Nov	Rctg Bde linguist interviewing on 7 Dec
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 Nov	
Obtain student recruiting information from colleges on quarter plan.	Rctg Co Cdr/ RS Cdr	29 Nov	Ltr drafted for next term request, send in Dec
Conduct sustainment training (based on outcome of quarterly review).	Rctg Co Cdr/ RS Cdr	30 Nov	Trng at Rctg Bn ATC
Work with ROTC Department.	Rctg Co Cdr/ RS Cdr/Rctr	NA	
Conduct COI event for key college personnel.	Rctg Co Cdr/ RS Cdr/ESS	20 Nov	Briefed Placement Dir on Rctg Bn's Educator Tour
Send documentation to USAREC on colleges in noncompliance with Solomon Amendment.	ESS		NA

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

Participate in state level college organization activity (ACRAO, Veterans Affairs, etc.).	Rctg Co Cdr/ESS	15 Nov	ESS attended ACRAO State Conf
Ad placement.	APA	15 Nov	LRP ad in campus newspaper
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	30 Nov	E-mailed as requested by college
DECEMBER			
Contact mid-year graduates (2-year and 4-year).	Rctr		Ongoing
Participate in loan exit briefings (if available).	Rctr/RS Cdr	2 Dec	Scheduled for entrance brief in Jan
Coordinate with ROTC to receive list of dropouts.	Rctr/RS Cdr	NA	NA
Evaluate Army DOD take in college market.	Rctg Bn S-3/Rctg Co Cdr/ESS		Rctg Bde/Rctg Bn market analysis scheduled for Feb
Work with ROTC Department.	Rctg Co Cdr/RS Cdr	NA	NA
Plan COI event for college personnel.	Rctg Co Cdr/RS Cdr/ESS	4 Dec	Possible faculty appreciation function in spring
Obtain senior ROTC stop-out lists.	Rctg Co Cdr/RS Cdr	NA	NA
Work with ROTC Department.	Rctg Co Cdr/RS Cdr	NA	NA
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	6 Dec	
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	11 Dec	E-mailed to Placement Office
JANUARY			
Request and pick up (if available) list of nonreturning students.	Rctr	NA	
Request student recruiting information for second semester.	Rctr	15 Dec	Received from registrar 17 Jan on disk
Maintain liaison with student services and student organization leaders.	Rctr	21 Jan	Meeting with Student Leadership Board
Confirm mid-term and final exam periods.	Rctr	21 Jan	Finals 13-18 May
Confirm spring break dates.	Rctr	21 Jan	Spring break 14-21 Mar
Enroll in second semester class.	Rctr	7 Jan	SFC Mills
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	4 Jan	
Plan COI event.	Rctg Co Cdr/RS Cdr	27 Jan	Faculty Appreciation Luncheon scheduled for 19 May
Conduct COI event for key college personnel.	Rctg Co Cdr/RS Cdr/ESS		Scheduled
Conduct quarterly school plan review (Oct, Nov, Dec).	BLT/CLT/ESS/ APA	10 Jan	At Rctg Bn headquarters
Review college ad plan and develop plans for ad placement.	RS Cdr/APA	25 Jan	Rctg Bn APA placing ads for 18 Apr/10 May editions
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	31 Jan	Dropped off at Placement Office
FEBRUARY			
Pick up student recruiting information for second semester.	Rctr	NA	Received 17 Jan
Continue contacting all 2-year college students and 4-year freshmen.	Rctr		Ongoing
Continue working relationship with Veterans Affairs representative.	Rctr	5 Feb	Planning for veterans back to school event for Apr (provide IRR leads)
Coordinate career days and interview schedule with placement office.	Rctr	5 Feb	Career fair scheduled for 18 Apr
Identify date when students can stop out and receive full refund (first stop-out period, second semester).	Rctr	5 Feb	Mtg with Fin Aid Dir-will not release information
Prospect at off-campus locations.	Rctr	12 Feb	
Attend college sporting events or maintain knowledge of results.	Rctr	25 Feb	Basketball tournament on campus
Invite ConAP point of contact to speak at a DEP function.	Rctr/RS Cdr	26 Feb	Brought FSTP members to college, briefed by ConAP POC
Coordinate with ROTC on planned activities.	Rctr/ Rctg Co Cdr	NA	NA
Ad placement.	APA	10 Feb	Scheduled for Apr and May
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 Feb	
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	27 Feb	Dropped off in Placement Office
MARCH			
Coordinate with placement office to receive list of yearend graduates.	Rctr	4 Mar	Grad 20 May contact 22 May
Make class presentations.	Rctr	6 Mar	SGT Jones (MP) scheduled for 4 Apr presentation on law enforcement
Continue contacting students; focus on 2-year students and 4-year freshmen.	Rctr		Ongoing
Identify date when students can stop out and still receive partial refund (second stop-out period, second semester).	Rctr	21 Mar	College will not release info

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	3 Mar	
Place special mission and loan repayment ads.	RS Cdr/APA		Scheduled for Apr and May
Send documentation to USAREC on colleges in noncompliance with Solomon Amendment.	ESS	NA	
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	31 Mar	Placement services has online capability starting in May
APRIL			
Coordinate with financial aid office to participate in loan exit briefings.	Rctr	6 Apr	Financial aid will send out flyer on the Army's LRP
Continue contacting students; focus on freshmen and seniors and all 2-year college students.	Rctr		Ongoing
Ensure monetary obligations for college publication ads have been met.	Rctr/APA	10 Apr	Reconfirmed ads for Apr and May
Start planning next school year's college action plan.	Rctr/RS Cdr	21 Apr	Rctg Co training
Followup with educator tour participants.	Rctr/RS Cdr/ Rctg Co Cdr	11 Apr	Placement Director went on Rctg Bn Ed Tour to Ft Benning
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	3 Apr	
Review college ad plan.	RS Cdr/Rctg Co Cdr/APA		Scheduled Apr and May
Conduct planning for ad placement.	RS Cdr/APA		First ad ran the week of 21 Apr
Conduct quarterly school plan review (Jan, Feb, Mar).	BLT/CLT/ESS/ APA	5 Apr	At Rctg Bn headquarters
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	25 Apr	Dropped off
MAY			
Contact yearend graduates (seniors) and 2-year college students.	Rctr	20 May	Picked up from registrar
Determine dates for orientation of incoming freshmen students.	Rctr	11 May	Scheduled for 15 Aug-3 Sep
Identify campus summer activities.	Rctr	11 May	Picked up summer schedule from student services
Participate in loan exit briefings (if available).	Rctr	11 May	Flyer provided to financial aid office
Conduct interviews at placement office.	Rctr/RS Cdr	11 May	Rctg Co cdr participated with rctr
Coordinate with admissions and registrar to offer assistance during orientation weeks.	Rctr/RS Cdr	5 May	College asked for folders
Coordinate with ROTC to receive list of dropouts.	Rctr/RS Cdr		NA
Compile list of lessons learned and bright ideas and submit to CLT and ESS.	Rctr/RS Cdr	25 May	Part of new Rctg Co college rctg plan
Submit ideas for next school year's college plan to ESS.	Rctr/RS Cdr/ CLT	25 May	
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 May	
Ad placement.	RS Cdr/APA	15 May	Ad placed, published, and copy sent to Rctg Bn APA
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	27 May	E-mailed as requested by college
JUNE			
Continue contacting graduates, seniors, and all 2-year college students.	Rctr	1 Jun	Ongoing
Continue coordination with placement office.	Rctr	5 Jun	Summer term grads
Contact athletic director and offer color guard at next school year's sporting events.	Rctr	5 Jun	Vet Day
Prospect at off-campus locations.	Rctr	10 Jun	
Develop TAIR assets for next school year.	Rctr/RS Cdr	20 Jun	Mtg with Student Services Director and Rctg Bn APA
Begin ordering RPIs and PPIs for next school year.	Rctr/RS Cdr	20 Jun	
Develop college ad plan for next school year.	Rctg Co Cdr/ RS Cdr/APA	22 Jun	
Update postsecondary school data sheets (USAREC Form 636-B).	RS Cdr	2 Jun	
Establish dates to conduct sustainment training.	CLT/ESS	14 Jun	Rctg Co tng-college plan dev
Obtain media outlet information, ad rates, and procedures.	Rctr	26 Jun	New ad rates for upcoming school year, sent to Rctg Bn APA
Update USAR job vacancy lists and deliver to college placement offices.	Rctr	25 Jun	
Develop college recruiting plan for next school year.	ESS	15 Jun	Dropped off at Placement Office
Complete college prioritization sheet on all colleges.	Rctr/RS Cdr/ CLT		
COMMENTS:			

Figure B-1. Sample of a completed USAREC Form 1256 (insert) (Continued)

High School Folder (For use of this form see USAREC Reg 601-107)						
School Profile for SY: <u>2004-2005</u>			School Priority: <u>1</u>			
Graduation Dates: <u>17 Dec 04; 25 Jun 05</u>						
Type of School (<i>circle the type(s) that apply</i>):						
<input checked="" type="radio"/> Public Private High School Vocational Technical (Secondary) Other: _____						
Contact Milestones						
	Phase I	Phase II	Phase III	Phase IV		
	SY 1st Qtr (Jul-Sep)	SY 2d Qtr (Oct-Dec)	SY 3d Qtr (Jan-Mar)	SY 4th Qtr (Apr-Jun)		
Priority 1 Schools	HS Grads, Seniors, and Juniors--40 Percent	HS Grads, Seniors, and Juniors--75 Percent	HS Grads, Seniors, and Juniors--90 Percent	HS Grads, Seniors, and Juniors--100 Percent		
Priority 2/3 Schools	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided	Mail outs encouraged if lists are provided		
SASVAB (ASVAB Priority Code 1 & 2)	SASVAB Leads I-III A or plans military--within 72 hours	SASVAB Leads I-III A or plans military--within 72 hours	SASVAB Leads I-III A or plans military--within 72 hours	SASVAB Leads I-III A or plans military--within 72 hours		
	SASVAB Leads I-III B--within 5 working days	SASVAB Leads I-III B--within 5 working days	SASVAB Leads I-III B--within 5 working days	SASVAB Leads I-III B--within 5 working days		
High School Enrollment						
Senior Males: <u>263</u>			Senior Females: <u>210</u>			
Junior Males: <u>248</u>			Junior Females: <u>261</u>			
Total Enrollment: <u>1,858</u>						
SASVAB Test Date(s)		Goal	Performance Achievements			
SVS Assigned SASVAB Responsibility (Circle appropriate service):			Enlistments			
			Current School Year		Achieved	Previous School Year
RA	USAR		RA	USAR		
Students Tested (Previous School Year): Seniors: <u>181</u> Juniors: <u>168</u> Total: <u>349</u>			7	5		7
		7	5	6	5	

School Name: Kennedy High School
Address: 30043 Blacaw Road, Fremont, CA 94567

Telephone: (414) 651-2987

USAREC Form 446, Rev 1 May 05 (Previous editions will be used)

Figure B-2. Sample of a completed USAREC Form 446 (front cover)

FACULTY INFORMATION		
NAME	OFFICE TELEPHONE	E-MAIL (if available)
Principal: <u>Gordon Perry</u>	<u>555-1265</u>	<u></u>
Assistant Principal(s): <u>James Dean</u>	<u>555-1262</u>	<u></u>
Registrar: <u>Marilyn Hanley</u>	<u>555-1934</u>	<u></u>
Counselor: <u>R. Schoolcraft</u>	<u>555-2846</u>	<u></u>
Newspaper/Yearbook Advisor: <u>Margaret Schultz</u>	<u>555-1635</u>	<u></u>
Faculty Members in USAR: <u>Jeff Holmes</u>	<u>555-1296</u>	<u></u>
Helpful Faculty Member(s): <u>Sharlette Brown</u>	<u>555-1890</u>	<u></u>

STUDENT INFORMATION		
President: <u>Jennifer Matthews (Student Body President)</u>	<u>555-1265</u>	<u></u>
Vice President: <u>Peter Parke (Student Body Vice President)</u>	<u>555-1261</u>	<u></u>
Secretary: <u>Clara Wright (Student Body Secretary)</u>	<u>555-1264</u>	<u></u>
Newspaper Editor: <u>Paul Ester</u>	<u>555-1934</u>	<u></u>
Yearbook Editor: <u>Spider McCoy</u>	<u>555-2846</u>	<u></u>
Helpful Student(s): <u>Aaron Gray</u>	<u>555-1265</u>	<u></u>
Students in USAR: <u>TJ Evins/Zack Ayers</u>	<u>NA</u>	<u></u>
Teacher Staff Advisor: <u></u>	<u></u>	<u></u>

JROTC INFORMATION		
Total number of JROTC Cadets (M/F): <u>NA</u> / <u>NA</u>	<u></u>	<u></u>
Director JROTC: <u></u>	<u></u>	<u></u>
Senior Instructor: <u></u>	<u></u>	<u></u>
JROTC Student Commander: <u></u>	<u></u>	<u></u>

SCHOOL CALENDAR OF EVENTS	
JULY	
AUGUST	
SEPTEMBER	1st day of school, 12 Sep 04
OCTOBER	Homecoming game, 11 Oct 04
NOVEMBER	
DECEMBER	Mid-term graduation, 17 Dec 04
JANUARY	Career day, 19 Jan 05
FEBRUARY	Job fair, 15 Feb 05
MARCH	
APRIL	
MAY	
JUNE	Graduation, 25 Jun 05

Figure B-2. Sample of a completed USAREC Form 446 (inside front cover) (Continued)

SCHOOL DIRECTORY LIST INFORMATION (*what, when, who*): _____

[illegible]

Figure B-2. Sample of a completed USAREC Form 446 (back cover) (Continued)

HIGH SCHOOL PRIORITY EVALUATION

To determine the priority of each high school, use this form to evaluate its cooperation and support of Army recruiting. Check the appropriate box and total all points at the bottom of the page.

1. NAME OF SCHOOL: Kennedy High School		2. RSID: 6X1V	3. SCHOOL YEAR: 2004-2005
4. ACCESS:			
9 <input checked="" type="checkbox"/> Recruiter has unrestricted access		6 <input type="checkbox"/> Recruiter restricted to two or less visits per year	3 <input type="checkbox"/> Recruiter denied access
5. STUDENT DIRECTORY:			
9 <input checked="" type="checkbox"/> Releases list with names, addresses, and phone numbers of 85 percent or more of the senior and junior class		6 <input type="checkbox"/> Releases list with partial directory information or less than 85 percent of the senior and junior class	3 <input type="checkbox"/> Refuses to release student directory information
6. TOTAL SENIOR POPULATION:			
9 <input checked="" type="checkbox"/> Large - 300 plus		6 <input type="checkbox"/> Medium - 100 to 300	3 <input type="checkbox"/> Small - below 100
7. DOD MARKET SHARE:			
9 <input checked="" type="checkbox"/> Three or more graduating seniors enlisted in one of the services, other than Army		6 <input type="checkbox"/> Two graduating seniors enlisted in one of the services, other than Army	3 <input type="checkbox"/> One graduating senior enlisted in one of the services, other than Army
8. ASVAB:			
6 <input type="checkbox"/> Mandatory - Tests all juniors and/or seniors		4 <input checked="" type="checkbox"/> Voluntarily - Tests juniors and/or seniors	2 <input type="checkbox"/> Refuses to test
9. PUBLICITY:			
6 <input checked="" type="checkbox"/> School allows RPI racks and posters, and will run Army ads and stories		4 <input type="checkbox"/> School severely restricts the placement of RPI racks and posters; school newspaper will run ads but no stories	2 <input type="checkbox"/> School refuses to allow any Army publicity
10. PRESENTATIONS AND TAIR:			
6 <input checked="" type="checkbox"/> Recruiter is allowed to make four or more presentations each SY; school willingly accepts TAIR activities		4 <input type="checkbox"/> Recruiter can only make one to three presentations each SY; school restricts TAIR activities	2 <input type="checkbox"/> School does not allow the recruiter to make presentations; refuses TAIR activities on campus
11. JROTC:			
4 <input type="checkbox"/> JROTC willingly cooperates with recruiter		2 <input checked="" type="checkbox"/> JROTC is neutral towards recruiting efforts or has no program	
12. TOTAL POINTS: 54			
13. THIS SCHOOL IS CODED (Priority 1 = 35 to 58; Priority 2 = 25 to 34; Priority 3 = 20 to 24) (Check one):			
<input checked="" type="checkbox"/> Priority 1 <input type="checkbox"/> Priority 2 <input type="checkbox"/> Priority 3			
14. RECRUITER: SSG Smith		15. STATION COMMANDER: SFC Jones	
16. COMPANY COMMANDER: CPT Thomas		17. DATE COMPLETED: 1 Jul 04	
18. COMMENTS:			

Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)

CALENDAR OF EVENTS (JUL-SEP)

	Date(s) Accomplished
<p>1. Contact school officials for appointment to discuss new or changed Army programs, confirm this year's school policies, schedule or confirm SASVAB dates, etc.</p> <p>REMARKS: 15 Jul 04 - Last contact before summer break. Confirm first semester calendar. 1 Sep 04 - Confirm SASVAB schedule with Mr. Castillo.</p>	<p>15 Jul 04</p> <p>1 Sep 04</p> <p>_____</p>
<p>2. Schedule career day, job fair, etc., presentations.</p> <p>REMARKS: Scheduled table for first semester career fair with Mr. Brown. Scheduled class presentation with Mr. Downs.</p>	<p>1 Sep 04</p> <p>1 Sep 04</p> <p>_____</p>
<p>3. Request directory information from registrar, principal, helpful administrator, etc.</p> <p>REMARKS: Obtain new school list with registrar. Check for additions or deletions.</p>	<p>15 Sep 04</p> <p>_____</p> <p>_____</p>
<p>4. Restock RPI rack, request activities calendar, sporting event schedule, etc.</p> <p>REMARKS: Restocked RPI rack. Need more success RPIs.</p>	<p>1 Sep 04</p> <p>_____</p> <p>_____</p>
<p>5. Schedule appointment to discuss upcoming school year with the director JROTC.</p> <p>REMARKS:</p>	<p>NA</p> <p>_____</p> <p>_____</p>
<p>6. Additional activities: 15 Sep 04 - Attended football game. Kennedy won 27-12</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

NOTE: Remarks must include results of all activities.

Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)

CALENDAR OF EVENTS (OCT-DEC)

	Date(s) Accomplished
<p>1. Identify and contact winter and/or mid-term graduates.</p> <p>REMARKS: Received projected mid-term graduation list (15 Oct). Confirmed mid-term graduates (12 Dec).</p>	<div style="border-bottom: 1px solid black; margin-bottom: 2px;">15 Oct 04</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">12 Dec 04</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>
<p>2. Advertise, if possible, in the school newspaper.</p> <p>REMARKS: Placed ad in school paper.</p>	<div style="border-bottom: 1px solid black; margin-bottom: 2px;">1 Oct 04</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>
<p>3. Attend school functions (sports events, PTA, career activities, etc.).</p> <p>REMARKS:</p>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>
<p>4. Request and/or conduct educator/COI luncheon and/or tour.</p> <p>REMARKS: Attended homecoming game (11 Oct 04).</p>	<div style="border-bottom: 1px solid black; margin-bottom: 2px;">11 Oct 04</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>
<p>5. Give class presentations.</p> <p>REMARKS: Scheduled COI function. Conducted COI function (15 teachers, principal, and counselor staff attended). Education benefits presentation given.</p>	<div style="border-bottom: 1px solid black; margin-bottom: 2px;">1 Oct 04</div> <div style="border-bottom: 1px solid black; margin-bottom: 2px;">11 Nov 04</div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>
<p>6. Additional activities: 14 Nov 04 - Conducted SASVAB (380 seniors and 278 juniors tested).</p>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>

NOTE: Remarks must include results of all activities.

Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)

CALENDAR OF EVENTS (JAN-MAR)

	Date(s) Accomplished
<p>1. Obtain spring sports schedules.</p> <p>REMARKS: 12 Jan 05 - Received spring sports schedule.</p>	<p>12 Jan 05</p> <hr/> <hr/>
<p>2. Continue attending school functions (job fairs, career days, etc.).</p> <p>REMARKS: Attended Sports Award Banquet.</p>	<p>21 Jan 05</p> <hr/> <hr/>
<p>3. Contact director JROTC for JROTC referrals.</p> <p>REMARKS:</p>	<p>NA</p> <hr/> <hr/>
<p>4. Make class presentations.</p> <p>REMARKS:</p>	<p>NA</p> <hr/> <hr/>
<p>5. Contact counselors to offer SASVAB testing a second time during the school year.</p> <p>REMARKS: Scheduled presentation in Mrs. Johnson's physical education class.</p>	<p>11 Feb 05</p> <hr/> <hr/>
<p>6. Additional activities: <u>Attended all varsity basketball games.</u></p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

NOTE: Remarks must include results of all activities.

Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)

CALENDAR OF EVENTS (APR-JUN)

	Date(s) Accomplished
1. Attend graduation and awards ceremonies.	6 May 05
REMARKS: Presented scholar-athlete awards. Attended graduation.	26 May 05
2. Continue attending school functions.	12 Apr 05
REMARKS: Attended regional teacher meet.	
3. Schedule junior class presentation.	1 Jun 05
REMARKS: Attended junior assembly; gave 10-minute speech about Army programs.	
4. Additional activities:	
5. Suggested ideas: Schedule more class presentations and get in with physical education students (they seemed to like the Army physical training uniform).	
6. Additional remarks: Great school year. Already began scheduling for next year's events. Planning school handoff to new recruiter prior to last day of school.	

NOTE: Remarks must include results of all activities.

Figure B-2. Sample of a completed USAREC Form 446 (insert) (Continued)

Appendix C

USAR Unit Data Folder

C-1. General

USAREC Form 1149 (USAR Unit Data Folder) (see fig C-1) provides USAR recruiters (or RA recruiters in their absence) a historical reference of each of the USAR units in their area. The folder will assist each USAR recruiter in maintaining a solid USAR ownership program with their units. The folder will help the recruiter provide detailed information to prospective applicants about USAR units in their area. The folder provides a systematic method for compiling essential information about each USAR unit. All areas of the folder will be filled out with the exception of influential members. The recruiter may supplement this folder. All entries will be done in pencil and updated each unit visit.

C-2. USAREC Form 1149

a. Front. Record of all pertinent data for the unit.

b. Inside front. Continuation of pertinent data to include:

(1) MOS Available. A list of current unit vacancies should be obtained from the unit representative.

(2) Primary Mission. Obtain this information from the unit's mission statement.

(3) General Information on Adventure Training. Does the unit conduct any type of adventure training? Where? When and what type?

(4) Training capability for FSTP functions. Obtain this information from the unit.

(5) RPC Information. When was the last Reserve Partnership Council (RPC) meeting, who was in attendance (Rctg Bn representatives, USAR representatives), what topics were discussed, what issues surfaced, what action was taken, etc. Also annotate subsequent RPC meetings that are held during the current FY. See USAREC/FORSCOM Reg 140-1.

(6) Date CLT/BLT Visit. Annotate who, date, and reason for visits during the current FY.

(7) Last Unit Presentation. Annotate date of all unit presentations during the current FY.

c. Inside back. Annotate troop program unit (TPU) drill dates and recruiter attendance. Also, annual training dates and locations will be recorded.

d. Outside back. Annotate with name, enlistment option, and date enlisted for all FSTP members assigned to this unit.

C-3. Filing and disposition

a. Initiate USAREC Form 1149 for every TPU within the RS's assigned area. If two or more USAR recruiters are assigned to an RS, only one folder needs to be completed for each unit. USAR recruiters will be responsible for maintaining USAREC Form 1149 and updating as necessary.

b. TPU folders will be held within the RS's active files where all assigned recruiters (USAR and RA) will have access to them.

c. Maintain each TPU folder for as long as the unit is active. If additional space is needed for the FSTP control log, a blank piece of paper may be added and annotated accordingly.

USAR UNIT DATA FOLDER (For use of this form see USAREC Reg 601-107)		
Responsible Recruiter <u>SSG JOHN A. SMITH</u>	RSID <u>1E3A</u>	
Unit Name <u>CO A 365 EN BN</u>	UIC <u>WS5EA0A</u>	
Address <u>USARC, BLDG 315</u>	Priority <u>A</u>	
<u>18TH ST & J AVE, DDRE</u>		
<u>NEW CUMBERLAND, PA 17070</u>	Phone Number <u>717-770-6583</u>	
Unit Commander <u>CPT JOHN Q. PUBLIC</u>	Phone H <u>717-770-9999</u> W <u>717-770-8888</u>	
XO/Deputy Commander <u>1LT MARK D. MANN</u>	Phone H <u>717-770-7777</u> W <u>717-770-6666</u>	
SGM/1SG <u>1SG DAVID M. JONES</u>	Phone H <u>717-770-5555</u> W <u>717-770-4444</u>	
Unit Administrator <u>MR. (SSG) SAM I. IAM</u>	Phone H <u>717-770-3333</u> W <u>717-770-2222</u>	
Retention NCO <u>SFC GEORGE S. ANDERSON</u>	Phone H <u>717-770-1111</u> W <u>717-770-0000</u>	
Training NCO <u>SFC DOUG R. JOHNSON</u>	Phone H <u>717-770-9111</u> W <u>717-770-8111</u>	
INFLUENTIAL MEMBERS		
NAME	UNIT POSITION	COMMUNITY POSITION
John Q. Public	Company Commander	Police Chief New Cumberland, PA
David M. Jones	First Sergeant	Personnel Director AMP Inc. Carlisle, PA
Doug R. Johnson	Training NCO	Manager Giant Prods Carlisle, PA

UNIT NAME CO A, 365 EN BNUIC WS5EA0APRIORITY AFY 05

USAREC Form 1149, Rev 1 May 05 (Previous editions will be used)

Figure C-1. Sample of a completed USAREC Form 1149

UNIT DATA	
MOS Available	51B1, 54B1, 63B1, 92A1, 92G1, 62J1, 62E1
Primary Mission	PROVIDE COMBAT ENGINEERING SUPPORT FOR 99TH RSC.
General Information on Adventure Training	REALISTIC COMBAT SKILLS TRAINING; TRAINS FREQUENTLY IN COMBAT
	ENGINEERING AND DEMOLITION SKILLS.
Training capability for FSTP functions (availability of equipment, training aids, training sites, etc.):	VERY HELPFUL; PROVIDES SPACE (BOTH CLASSROOM AND DRILL HALL) FOR FSTP FUNCTIONS, AS WELL AS NUMEROUS
	TRAINING AIDS.
Parent Unit	HHC (-) 365 EN BN
	RSC 99TH RSC
Address	101 RTE 61 SOUTH, SCHUYLKILL HAVEN, PA 17972
Phone Number	717-385-5702
RPC Information	
Date CLT/BLT Visit	CLT 060221
Remarks	INTRODUCED FIRST SERGEANT (RCTG CO) TO THE UNIT COMMANDER, FIRST SERGEANT, AND UNIT
	ADMINISTRATOR.
Last Unit Presentation	061213 - MET WITH SUPPLY SERGEANT. 060221 - SPOKE WITH TRAINING NCO AND RETENTION
	NCO, WHO INTRODUCED ME TO ALL PLATOON SERGEANTS AND SQUAD LEADERS.
Remarks	VISIT PRODUCED THREE REFERRALS!

Figure C-1. Sample of a completed USAREC Form 1149 (Continued)

UNIT TRAINING DATES				
				RECRUITER ATTENDED YES/NO
05	OCTOBER	11, 12	LOCATION <u>FORT INDIANTOWN GAP, PA</u>	NO
05	NOVEMBER	8, 9	LOCATION <u>FORT INDIANTOWN GAP, PA</u>	NO
05	DECEMBER	13, 14	LOCATION <u>USARC, DDRE</u>	YES
06	JANUARY	10, 11	LOCATION <u>USARC, DDRE</u>	NO
06	FEBRUARY	21, 22	LOCATION <u>USARC, DDRE</u>	YES
06	MARCH	13, 14, 15	LOCATION <u>(MUTA 5) FORT INDIANTOWN GAP, PA</u>	
06	APRIL	11, 12	LOCATION <u>FORT INDIANTOWN GAP, PA</u>	
06	MAY	8, 9, 10	LOCATION <u>(MUTA 5) FORT INDIANTOWN GAP, PA</u>	
06	JUNE	13, 14	LOCATION <u>USARC, DDRE</u>	
06	JULY	26	LOCATION <u>USARC, DDRE</u>	
06	AUGUST	8, 9	LOCATION <u>USARC, DDRE</u>	
06	SEPTEMBER	11, 12, 13	LOCATION <u>(MUTA 5) FORT INDIANTOWN GAP, PA</u>	
ANNUAL TRAINING DATES: FROM <u>11 JUL 06</u> TO <u>25 JUL 06</u> LOCATION <u>FORT A.P. HLL, VIRGINIA</u>				

Figure C-1. Sample of a completed USAREC Form 1149 (Continued)

Appendix D
Summary of Required Reports and Records

D-1. General

This appendix provides a summary of reports and records applicable to RS commanders as required by this regulation. Table D-1 lists re-

ports and records that are prepared and maintained on paper. Table D-2 lists reports and records that are prepared and maintained in ARISS.

D-2. Supplementation

Local supplementation of this appendix is pro-

hibited unless a copy of additionally required reports or records is furnished through the chain of command and approved by HQ USAREC, Assistant Chief of Staff, G-3, Policy Branch.

Table D-1
Summary of required reports and records

Report or Record	Type	Suspense	Report To	Reference
RS Inspection Log	USAREC Form 1117	Monthly	CLT	USAREC Reg 1-21
ADSW Performance Report	USAREC Form 979	As Required	Rctg Bn Operations	USAREC Reg 601-106
Daily Expenses	SF 1164	Monthly	Rctg Bn	USAREC Reg 37-16
High School Priority Evaluation	USAREC Form 446 (Insert)	As Required	CLT	USAREC Reg 601-107
College Priority Evaluation	USAREC Form 1256 (Insert)	As Required	CLT	USAREC Reg 601-107
Recruiting Unit Assets	USAREC Form 816	Monthly	CLT	USAREC Reg 601-107
Referral Sheet	USAREC Form 512	As Required	CLT	USAREC Reg 601-95
School Data Sheets	USAREC Form 636 and USAREC Form 636-B	Monthly	CLT	USAREC Reg 601-107 and USAREC Reg 601-104
Serious Incident Report	Telephonic	As Required	CLT	USAREC Reg 380-4
Vehicle Usage Report	USAREC Form 584	Monthly	CLT	USAREC Reg 56-1
Registration Application Summary	USAREC Form 1079	Quarterly	CLT	USAREC Reg 608-1
Recruiter Handbook Tracking Log	USAREC Form 1006	As Required	CLT	USAREC Pam 350-2
Station Commander Handbook Tracking Log	USAREC Form 1259	As Required	CLT	USAREC Pam 350-12
Near-Term Training Schedule	USAREC Form 496	As Required	CLT	USAREC Reg 350-XX (to be published)
Training Record	USAREC Form 967	As Required	CLT	USAREC Reg 350-XX (to be published)

Table D-2
Summary of ARISS required reports and records

TOS Leads Reports	Report Description	Rctr	RS	Rctg Co	Rctg Bn	Rctg Bde
FSTP Tracking Log	The FSTP Tracking Log was developed to identify all applicants that have enlisted in the RA or USAR. Several Leads Report screens are involved when capturing the report information. To populate this report the record must have a Status of FSTP and an Enlistment Result Code of E. This report should be used during AARs to ensure all FSTP members are properly annotated in Leads Report.	X	X	X	X	

Table D-2
Summary of ARISS required reports and records--continued

MEPS Processing List	The MEPS Processing List was developed to identify all applicants that have passed projection edits and have been successfully projected to MEPS. Submitting a successful projection entails completing the Prospect, 680-3A, and Projection screens. This report should be reviewed to ensure a successful projection has been submitted to MEPS and transferred successfully to the MEPCOM Integrated Resource System.	X	X	X	X	X
FSTP Separation Log (RWS)	The FSTP Separation Log was developed to identify those applicants that are pending separation or have been separated during the timeframe selected in the TOS criteria screen. To populate this report the record must have a Status of FSTP and a Disposition of Pending Discharge or Discharged.		X	X	X	X
Processing List	The Processing List replaces the paper-based USAREC Form 533 and was developed to identify those applicants who are currently processing. It allows leadership to monitor the RS processing objectives and provides a snapshot of applicant status when conducting their AARs. The processing list should show all applicants that are processing and is based on the information recorded in the Contact History screen. The record will remain on the Processing List until the applicant status is changed to FSTP/Enlisted or is terminated for another reason with a final disposition code.	X	X	X	X	X
Enlisted Conversion Data Chart (RA and USAR)	The Conversion Data Chart replaces the paper-based USAREC Form 635-B and USAREC Form 635-B-1 and determines the work requirements needed to achieve success in converting applicants through the processing cycle to produce contracts. Conversion data is a rollup of all your recruiters' work and shows how much work was required in the past to net a contract and how much work it should take in the future to repeat the cycle. During daily operations you must ensure the Contact History screen is annotated correctly in order to receive proper credit for the work accomplished daily. This information is utilized to complete the MAP.	X	X	X	X	X
Projection Summary	The Projection Summary Report was developed to identify recruiters who may be having a problem with submitting electronic projections for MEPS processing with the Leads Report application. This report is only available after the end of RCM and will not provide any information during the current RCM.		X	X	X	X
Advertising HQ USAREC (ADHQ) Leads Disposition	The Leads Disposition Report was developed to identify the recruiter's work habits in processing records within the Leads Report application. It identifies the time it takes to process a record through the system for the report period.	X	X	X		
Lead Source Analysis (LSA)	The LSA Report was developed to track and summarize the processing of lead sources. To use this report properly, the recruiter has to set the lead source and make the appropriate Contact History entries. This report can be generated for an individual lead source or all lead sources.	X	X	X	X	X
Milestone Tracking	The Milestone Tracking Report was developed to allow leaders the ability to manage the contact milestones. This report shows basic school information, total number of leads available, total number of contacts, milestone standards, and current status in Leads Report. This report will only show those leads that have been associated to a school or college on the Lead Information screen.	X	X	X	X	X
Tested Not Enlisted Report	The Tested Not Enlisted Report replaced the MET Report and captures those applicants who have tested but have not continued further processing. This report will not show SASVAB results, only those tested at a MEPS or MET site.	X	X	X	X	
ADHQ Efficiency Report	The ADHQ Efficiency Report was developed to identify the status of advertising leads sent to the RS and to determine if these leads are being processed in accordance with United States Army Recruiting Command (USAREC) regulations. Since these are the most expensive leads the command receives, information from this report helps establish the return on investment for each lead processed.	X	X	X	X	X
Recruiting Station Identifications (RSIDs) With Unassigned ZIP Codes	The RSIDs With Unassigned ZIP Code Report was established to identify the number of schools by component, not assigned to a recruiter. There may be an issue with USAR ZIP Codes not being assigned due to a USAR recruiter not assigned to the RS. This is acceptable; however, USAR records will automatically go to the RA recruiter who owns that school after ARISS does a check for the record already on the RA recruiter's RWS.		X	X	X	X

Table D-2
Summary of ARISS required reports and records--continued

RSIDs With Unassigned Schools	The RSIDs With Unassigned Schools Report was established to identify the number of schools by component, not assigned to a recruiter. There may be an issue with USAR schools not assigned due to a USAR recruiter not assigned to the RS. This is acceptable; however, USAR records will automatically go to the RA recruiter who owns that school after ARISS does a check for the record already on the RA recruiter's RWS.		X	X	X	X
RSIDs With Unassigned Records	The RSIDs With Unassigned Records Report was established to identify records not assigned to individual recruiters for processing. Records can become unassigned when the RS commander fails to reassign records from a recruiter who is leaving, or ZIP Codes and schools are not assigned to a recruiter within the RS, or another RS reassigned their records to the RS.		X	X	X	X
Replication Detail	The Replication Detail Report was developed to identify recruiters and RS commanders last successful replication. The report does not record updates as they occur, but every night at 2330. The report should be reviewed to reduce problems with individuals replicating and keeping their database and the main database in sync.		X	X	X	X
Replication Summary	The Replication Summary Report was developed for leaders to ensure their recruiters and RS commanders are replicating regularly.				X	X
Current RWS Status	The Current RWS Status Report was developed to allow leaders a snapshot of the distribution of records between recruiters assigned to an RS. This report does not record updates as they occur, but every night at 2330. This report breaks down assigned records by status by recruiter.	X	X	X	X	X
Projection Verification	The Projection Verification Report was developed to verify projections were received at the MEPS. After the recruiter replicates the projection, they should check this report to verify if the projection passed edits. An e-mail and ARISS message will be sent to the recruiter; however, it may take an extended amount of time. Using this report will give immediate feedback about the projection. The From Date should be the date the recruiter submitted the projection and not the actual projection date.	X	X	X		

Appendix E

Operations and Market Analysis Board

Section I

General

E-1. Purpose

The OMA board gives commanders a standardized device for displaying market demographics, zone of operations, and market penetration information. The commander uses the OMA board to review and analyze the unit's performance and to brief visitors. This appendix covers OMA boards for RA and USAR RSs and Rctg Cos, HCRSs and health care recruiting teams (HCRTs), and chaplain recruiting team (CRTs). Section II gives generic instructions for the construction and preparation of an OMA board. Detailed instructions appear in the appropriate section. Section III covers RA and USAR recruiting units, section IV covers health care recruiting units, and section V covers CRTs. Section VI discusses briefings.

Section II

Construction and Preparation

E-2. Construction and layout

The standard OMA board is a presentation cabinet 48" wide by 48" high with two hinged doors. All OMA boards share certain characteristics. When open, a form on the inside of the left door displays the unit's assets. The middle section holds a map of the unit's AO. A form on the inside of the right door displays the unit's mission and year to date (YTD) performance. Both forms are laminated to permit updating with erasable markers.

a. Left side. USAREC Form 816-A (or equivalent). This form depicts the unit's resources (recruiter strength, motor vehicles); its market (territory in square miles, market population, ZIP Codes, business and industry); and school data.

b. Center portion. The map and its overlays portray the location of the unit headquarters and any subordinate units; the locations of schools, colleges, major industries, and TPUs; and the geographic location of each person who enlisted or commissioned.

c. Right side. A form, typically USAREC Form 711-3-A (or its equivalent), displays the unit's fiscal year to date (FYTD) mission and performance.

E-3. Materials

Commanders will use the following forms and materials to assemble an OMA board.

a. Forms. See section III, IV, and V for specific form requirements.

b. Supplies and materials. All supplies and materials listed below (except the map) are available through normal organizational supply channels. Maps can be procured locally at little or no charge from Government agencies, chambers of commerce, or retail outlets.

c. Map of the unit's zone of operations.

- d. Black map tape, 1/8" wide.
- e. Self-adhesive dots 1/4" in diameter in the following colors: Green, red, light blue, dark blue, yellow, and orange.
- f. Self-adhesive stars 1/2" in diameter in the following colors: Red, blue, silver, gold, and green.
- g. Self-adhesive mailing labels, 1-1/3" X 4" (e.g., Avery 8162 or similar).
- h. Index cards, 5" X 8".
- i. Clear acetate sheets large enough to cover the center portion of the board.
- j. Markers, fine point dry-erase or water-washable colors (black, red, blue, green).
- k. Thumb tacks, map tacks, or pushpins.

Section III

RA and USAR RSs and Rctg Cos

E-4. General

RA and USAR RSs and Rctg Co headquarters will use the following forms:

- a. Left side: USAREC Form 816-A (see fig E-1).
- b. Right side: USAREC Form 711-3-A (see fig E-2).

E-5. Posting requirements

a. Left side. USAREC Form 816-A is the poster-size (15" X 24") version of USAREC Form 816 (Recruiting Unit Assets) which is 8-1/2" X 11" available in electronic media. (See table E-1 for instructions on completing.) This form presents a summary of recruiting operations effectiveness, personnel, logistics, and market demographics. The RS commander reviews and updates this form at the close of each RCM. At the end of RCM September, commander will place a copy of USAREC Form 816 in the unit's filing system and retain it for 2 years.

b. Center. The operations and market map and its legend display in the center section. The commander places self-adhesive stars directly onto the map as described in table E-2. Map overlays are prepared as follows:

(1) Overlay 1. Map tape outlines the RS's boundary. The RS commander updates this overlay when necessary.

(2) Overlay 2. The RS commander affixes a self-adhesive address label over each ZIP Code. Labels are prepared as shown in figure E-3 and in accordance with instructions in table E-3. The data on the labels will be entered in pencil and updated quarterly upon receipt of the FYTD RS market share report. The commander prepares a new overlay 2 at the start of the new FY and retains the old overlay in the unit's files for 2 years.

NOTE: In RSs that have a high number of ZIP Codes or a small scale map, it may be impractical to affix the labels directly to the overlay. In such cases, the labels may be placed on 5" X 8" index cards and tacked to the inside of the center section. In these cases, each ZIP Code must be identified on overlay 2 with a blue marker.

(3) Overlay 3. The RS commander places

a coded dot on overlay 3 to represent each enlistment contract. The legend shows the colored dot and coding for each type of enlistment. The position of the dot corresponds to the geographic location where the applicant was initially found (this includes college students). Dots for out-of-zone enlistments will be placed on the border of the RS's boundary. Updates to overlay 3 will be done as contracts are obtained. Overlays 2 and 3 will be retained in the RS's files for 2 years.

NOTE: When a unit's zone changes, the commander will retain all overlays and maps for 2 years.

c. Right side. USAREC Form 711-3-A is the poster-size (15" X 24") version of USAREC Form 711-3 (RA and USAR Performance) which is 8-1/2" X 11" available in electronic media. This form is where the commander posts the unit's mission and accomplishments. (See table E-4 for instructions on completing.) Commanders will maintain the form as follows:

(1) Post the quarterly mission within 5 days of mission assignment.

(2) Post monthly achievements daily as they occur.

(3) Post quarterly achievements at the end of each quarter.

(4) Post FYTD data with requirements at the close of each RCM and achievements through the previously completed RCM.

(5) Post previous FY's data at the end of the FY where it will remain throughout the current FY.

E-6. Recruiting Unit Assets Form

a. USAREC Form 816 and USAREC Form 816-A will be completed and validated with corresponding end of month reports such as USAREC Form 636 (School Data Sheet (RA and USAR)), USAREC Form 636-B (Postsecondary School Sheet (RA and USAR)), TOS reports, and data gathered from the USAREC Intranet site. Commanders will ensure that reports (i.e., USAREC Form 636, USAREC Form 636-B) needed to validate USAREC Form 816 and USAREC Form 816-A are submitted to Rctg Cos, Rctg Bns, and recruiting brigades (Rctg Bdes) in a timely manner.

b. Table E-1 contains the instructions for completing USAREC Form 816 and USAREC Form 816-A. Each cell of USAREC Form 816-A (fig E-1) is coded numerically and associated with specific instructions for completing which is contained in table E-1.

Section IV

Health Care Recruiting Units

E-7. General

HCRSs and HCLT headquarters will use the following forms:

a. Left side. USAREC Form 817-A (Medical Recruiting Station and/or Team Assets) is the poster-size (15" X 24") version of USAREC Form 817 (Medical Recruiting Station and/or Team Assets) which is 8-1/2" X 11" available in

electronic media. (See table E-5 for instructions on completing.) Figure E-4 shows a sample of USAREC Form 817-A.

b. Right side. USAREC Form 711-7-A (Annual Medical Recruiting Mission (With Quarterly Breakout) is the poster-size (15" X 24") version of USAREC Form 711-7 (Annual Medical Recruiting Mission (With Quarterly Breakout) which is 8-1/2" X 11" available in electronic media. (See table E-6 for instructions on completing.) Figure E-5 shows a sample of USAREC Form 711-7-A.

NOTE: Attach two clear acetate sheets to the center of the board to be used as overlays.

E-8. Posting requirements

a. Left side. USAREC Form 817-A. This form presents a summary of recruiting operations effectiveness, as well as personnel, logistics, and market demographic summaries. This form will be reviewed quarterly and posted or updated. USAREC Form 817 for the 4th quarter of the FY will be maintained in the HCRS's files for 2 years.

b. Center. The OMA map is placed in the center section allowing the legend to be prominently displayed. Once the map is in place mark it as indicated in table E-7.

(1) Overlay 1. The commander uses 1/8" black map tape to outline the unit's boundaries. Commanders will update overlay 1 when the unit's boundaries change and will retain old maps and overlays in the unit's filing system for 2 years.

(2) Overlay 2. Using the legend at table E-7, the commander places stars and dots corresponding to the appropriate locations.

c. Right side. USAREC Form 711-7-A. Post quarterly mission to USAREC Form 711-7-A within 5 working days following mission receipt.

Section V CRTs

E-9. General

CRTs will use the following forms for the OMA board:

a. Left side. USAREC Form 1260-A (Chaplain Recruiting Unit Assets). (See table E-8 for instructions on completing.) Figure E-6 shows a sample of the completed form.

b. Right side. USAREC Form 711-9-A (Chaplain Mission Performance Summary). (See table E-9 for instructions on completing.) Figure E-7 shows a sample of USAREC Form 711-9-A.

E-10. Posting requirements

a. Left side. USAREC Form 1260-A is the poster-size (15" X 24") version of USAREC Form 1260 (Chaplain Recruiting Unit Assets) which is 8-1/2" X 11" available in electronic media. This form presents a summary of recruiting operations effectiveness, as well as personnel, logistics, and market demographic summaries. This form will be reviewed quarterly and posted or updated. At the end of the 4th quarter, the CRT NCOIC will place USAREC Form 1260 into the unit's filing system and retain it for 2 years.

b. Center. The operations and market map is placed in the center section allowing the legend to be prominently displayed.

(1) Overlay 1. The CRT NCOIC uses 1/8" black map tape to outline the unit's boundaries and self-adhesive stars to mark location of unit resources (see table E-10). The CRT NCOIC will update overlay 1 when the unit's boundaries change and will retain old maps and overlays in the unit's filing system for 2 years.

(2) Overlay 2. The CRT NCOIC will use self-adhesive stars to mark the location of the CRT headquarters and its market assets, such as seminaries and Christian colleges. Self-adhesive dots will mark the location of each chaplain and chaplain candidate recruited. Detailed instructions appear in the legend at table E-10.

c. Right side. USAREC Form 711-9-A is the poster-size (15" X 24") version of USAREC Form 711-9 (Chaplain Mission Performance Summary) which is 8-1/2" X 11" available in electronic media. The CRT NCOIC will post the quarterly mission within 5 working days following mission receipt.

Section VI Briefings

E-11. Purpose

The presentation of the RS to a visitor reflects directly on the commander's managerial ability, proficiency, credibility, and total professionalism. A VIP visit is an opportunity for the commander to demonstrate his or her grasp of the unit's strengths and weaknesses and ability to plan recruiting operations that capitalize strengths and correct deficiencies.

E-12. Conduct of the briefing

a. Standard rules of military courtesy apply for all VIP visits.

b. The commander or ranking NCO should greet the visitor at the door and introduce himself or herself. The commander next escorts the visiting party into the RS or headquarters and introduces the recruiters and any other persons present. Recruiters should not interrupt an interview or telephone prospecting in progress.

c. Next the commander should offer the visitor(s) a tour of the headquarters. The brief tour should include the supply room, testing room, and any adjoining rooms. The briefer should also mention any sister service recruiting offices.

d. After the tour, the briefer should direct the guests to the OMA board. The briefing should begin with the operations and market map. The briefer should point out the local headquarters, unit boundaries, and major points of interest (demographic and geographic market influencers).

e. The briefer will then present the assets form (USAREC Form 816-A or its equivalent). The briefer should not read the form, but should cover each major heading, commenting on entries as appropriate. In conclusion, the briefer should lead the visitor to the right side of the board. (USAREC Form 711-3-A or its equivalent) to address the unit's mission and accomplishments. The briefer should be prepared to discuss the plan of action to correct shortfalls.

f. The briefer should invite the visitor to make comments in the unit's inspection log.

Table E-1
Instructions for completing USAREC Form 816 and USAREC Form 816-A

Heading Section	
Cell	Instructions
UNIT	Enter the unit's RSID and Name (RS, Rctg Co, Rctg Bn, or Rctg Bde). For example 5A2R/Orland Park RS.
FY	Enter the current FY.
THRU RCM	Enter the last completed RCM. This is the RCM for which all data applies.

Table E-1

Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued

Section 1. Resources	
1	Enter the number of large recruiting stations (LGSCs) and small recruiting stations (SMSCs) authorized and assigned in accordance with the latest recruiting market analysis (RMA) and Average Station Report (ASRPT). NOTE: The ASRPT is located at http://maps.usarec.army.mil/apps/index.htm (G-2's Web site) then select ATAS Reports from the left margin.
2	Enter the number of LGSCs and SMSCs authorized and assigned in accordance with the latest RMA and ASRPT.
3-4	Enter the number of actual active LGSCs and SMSCs. These are RSs within an actual facility and activated in the Force Structure Address and ZIP Code Realignment System (FAZR) to include all RSIDs and on-campus recruiters (OCRs). Do not include RSs on mission waiting to occupy a facility.
NOTE: Items 1 through 4 above apply only to Rctg Co level and above. RSs will enter NA.	
5-8	Enter the number of other service RSs in the RS, Rctg Co, Rctg Bn, and Rctg Bde assigned area. At Rctg Bn and Rctg Bde levels this number is simply a rollup of data collected from the lowest level. NOTE: Since other services overlap Army recruiting areas, the CLT must ensure proper validation is conducted to avoid duplication of other service RSs. CLTs and BLTs may develop a list of other service recruiting offices within their assigned areas for validation purposes.
9	Enter the number of authorized RA recruiters as listed in the last RMA and ASRPT. This number (LGSCs plus SMSCs columns of the ASRPT) includes all recruiters as well as OCRs.
10	Enter the number of assigned recruiters, to include all RS commanders. This number also includes all recruiters assigned to each RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable. RA recruiters suspended, pending relief, temporary duty (TDY), at school, or on leave are also counted. (Only Rctg Bn and Rctg Bde S-1s utilizing ARISS can validate these numbers.)
11	Enter the number of RA recruiters, this does not include LGSC commanders. RA recruiters suspended, pending relief, TDY, at school, or on leave are also not counted. Rctg Bn and Rctg Bde S-1s utilizing ARISS can validate these numbers. The ARISS MAP can also be used to validate this information.
12-15	Enter the number of other service recruiters within your RS area. NOTE: Due to other services overlapping Army recruiting areas the CLT must ensure proper validation is conducted to avoid duplication of other services recruiters. CLTs and BLTs may develop a by-name list of other service recruiters within their assigned areas for validation purposes.
16	Enter recruiter share as of the last completed RCM. To determine recruiter share use the number of assigned recruiters. Divide this number by the average Department of Defense (DOD) recruiters assigned during the respective time period and display as a percentage.
17	Enter recruiter share for the previous like period of the last completed RCM. To determine recruiter share, use the number of assigned recruiters. Divide this number by the average DOD recruiters assigned during the respective time period and display as a percentage. NOTE: This data is available on the G-2's Web site (http://maps.usarec.army.mil/apps/index.htm) select from the left margin Competitive, then select Recruiter Share, and then select / entering the proper information for the level (RS, Rctg Co, Rctg Bn, or Rctg Bde) which the USAREC Form 816 or USAREC Form 816-A is being created.
18	Enter the number of authorized USAR recruiters as listed in the last RMA and ASRPT. The number (LGSCs plus SMSCs columns of the ASRPT) includes USAR Soldiers serving as LGSCs plus SMSCs and all other recruiters to include OCRs.
19	Enter the number of assigned USAR recruiters, this includes all RS commanders on production and limited production. This also includes all recruiters assigned to each RS, Rctg Co, Rctg Bn, or Rctg Bde. USAR recruiters suspended, pending relief, TDY, at school, or on leave are also counted. Rctg Bn and Rctg Bde S-1s utilizing ARISS can validate these numbers.
20	Enter the number of on-production USAR recruiters, this does not include LGSC commanders. USAR recruiters suspended, pending relief, TDY, at school, or on leave are also not counted. Rctg Bn and Rctg Bde S-1s can validate these numbers via ARISS.
21	Enter the total number of RA and USAR recruiters currently in the New Recruiter Certification Program; this includes all recruiters assigned to each RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable. RA and USAR recruiters suspended, pending relief, TDY, at school, or on leave are also counted. Rctg Bn and Rctg Bde S-1s utilizing ARISS can validate these numbers.
22	Enter the number of RA and USAR recruiters in the New Recruiter Certification Program, this does not include LGSC commanders. The number of assigned USAR recruiters is validated based on ARISS. Rctg Bn and Rctg Bde S-1s utilizing ARISS can validate the number of RA and USAR recruiters.
23	Enter the total number of Government-owned vehicles (GOVs) authorized by table of distribution and allowances (TDA) and latest RMA. This also includes all authorized GOVs assigned to each RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.

Table E-1

Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued

24	Enter the total number of GOVs on hand. This number includes all GOVs on hand at each RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
25	Enter the total number of GOVs assigned. This number includes all GOVs assigned to anyone within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
26	Enter the total number of operational GOVs as of the last completed RCM. This includes all GOVs within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
27	Enter the number of GOVs involved in accidents FYTD.
28	Enter the number of GOVs involved in accidents during the last completed RCM.
29	Enter the cost of GOV accidents FYTD. Rctg Bn and Rctg Bde vehicle managers can validate these numbers.
30	Enter the cost of GOV accidents during the last completed RCM. Rctg Bn and Rctg Bde vehicle managers can validate the cost.
31	Enter the total number of days since the unit's last accident for the current FY (start date 1 October). This includes GOV accidents and personal injury accidents where the individual lost a day or more of work (not to include the day of injury). NOTE: The unit safety officer or vehicle manager (for accidents) and Rctg Bn S-1 (for personal injury) can validate this information.
32	Enter the total number of cell phones authorized by TDA. This also includes all authorized cell phones within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
33	Enter the total number of cell phones on hand. This includes all on-hand cell phones within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
34	Enter the total number of cell phones assigned. This includes all cell phones assigned to anyone within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
35	Enter the total number of operational cell phones as of the last completed RCM. This includes all cell phones within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
36	Enter the total number of RWSs authorized by TDA. This includes all authorized RWSs within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
37	Enter the total number of RWSs on hand. This includes all on-hand RWSs within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
38	Enter the total number of RWSs assigned. This includes all RWSs assigned to anyone within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
39	Enter the total number of operational RWSs as of the last completed RCM. This includes all RWSs within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
40	Enter the total number of scanners authorized by TDA. This includes all authorized scanners within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
41	Enter the total number of scanners on hand. This includes all on-hand scanners within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
42	Enter the total number of scanners assigned. This includes all scanners assigned to anyone within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable.
43	Enter the total number of operational scanners as of the last completed RCM. This includes all scanners within the RS, Rctg Co, Rctg Bn, and Rctg Bde as applicable. NOTE: The information management officer should be able to validate these numbers. However, each Rctg Bn and Rctg Bde may have different personnel validate this data.
Section 2. Market	
Be prepared to discuss positive and negative changes in Army market share. Be aware of localized trends (such as personnel changes in RSs) and have a plan to address negative trends. For example, if another service has gained market share in one community, brief how you plan to improve Army share in that market.	
1	Enter the number of ZIP Codes from the latest RMA and Detailed Station Report (DSRPT).

Table E-1

Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued

2	Enter the number of counties in each AO. Rctg Bn or Rctg Bde operations sections can validate and provide this information.
3	Enter the square mileage of each AO. Rctg Bn or Rctg Bde operations sections can validate and provide this information.
4	Enter only USAREC-approved substations. A substation is an office that recruiters work from on a limited basis.
5	Enter the number of TPUs within the unit's zone. Some USAR TPUs are subject to overlapping by RS AOs. CLTs and BLTs must validate the information to avoid duplication of reports. CLTs and BLTs may want to develop a list of USAR TPUs supported by Army recruiting offices for validation purposes.
6-12	Enter the total number of Army enlistments by category for the current FY. (Source: Most recent Market Share Report.) This data is available on the USAREC G-2's Web site. Market share data is usually available by the 15th of the month after the end of an RCM.
13-19	Enter the Army's market share percentage by category for the current FY according to the most recent Market Share Report. This data is available on the USAREC G-2's Web site. Market share data is usually available by the 15th of the month after the end of an RCM.
20-26	Enter the total number of Army enlistments by category from the previous FY using the Market Share Report corresponding to the same time period. This data is available on the USAREC G-2's Web site.
27-33	Enter the market share percentage by category for the previous FY using the Market Share Report corresponding to the same time period. This data is available on the USAREC G-2's Web site.
NOTE: For items 6 through 33 above, market share data will be updated during the current RCM to ensure the most current data is posted. Market share data should not be more than a month behind. (For example, at the completion of RCM May, the most current market share data available should be for RCM April. If April data is not available, use RCM March data. However, once RCM April data is available on the USAREC G-2's Web site, USAREC Form 816 and USAREC Form 816-A will be updated to reflect the most current data.	
Section 3. School Data	
<p>a. Reference documents for completing this section are the School Validation Report, DSRPT, and each RS's USAREC Form 636 and USAREC Form 636-B. USAREC Form 636 and USAREC Form 636-B should match the information provided in both Automated Territory Alignment System (ATAS) reports. All schools listed on the ATAS reports have been associated to an RSID. These schools must be assigned to a recruiter and have a USAREC Form 446 or USAREC Form 1256. Commanders will find the School Validation Report and DSRPT under ATAS reports on the USAREC G-2's Web site.</p> <p>b. All Tier 1 HSs, Tier 1 vocational technical schools, 2-year and 4-year degree-granting colleges and universities, and degree-granting postsecondary vocational trade schools will be listed on the ATAS reports. All schools on the ATAS reports will be listed on USAREC Form 816 and USAREC Form 816-A. Schools will be taken off USAREC Form 816 and USAREC Form 816-A only when an approved adjudication through the education services specialist (ESS) is reflected on the ATAS reports.</p> <p>c. Accessibility means physical access to the school. Physical access is defined as the ability for an Army recruiter to enter a school at least once a year (can be in conjunction with career day). Any schools that deny access should be reported to the HQ USAREC Education Division.</p> <p>d. A valid list on hand is 85 percent or more of student names with addresses and/or telephone numbers. A list can be provided by the school or constructed by the recruiter; but, it must have 85 percent of the names for it to be considered a completed list.</p> <p>e. All schools (secondary and postsecondary) will be evaluated and given a priority before the beginning of each SY (1 July). The HS and College Priority Evaluations (insert of applicable school folder) will be used to determine the priority of each HS and college respectively. Rating code priorities for HSs and colleges are as follows:</p> <p>(1) Priority 1. An HS or college that fully supports Army recruiting and provides the recruiter with the access and privileges necessary to effectively communicate with students. Schools that consistently produce a number of contracts or have the potential to be contract producing. The primary focus should be on these schools.</p> <p>(2) Priority 2. An HS or college that does not fully support Army recruiting and limits recruiting activities and recruiter access to students. With a dedicated plan and a more focused effort, these schools have the potential of becoming priority 1.</p> <p>(3) Priority 3. Schools that do not support Army recruiting, provide no access to students, and historically are noncontract producing. These schools warrant minimum focus.</p> <p>f. The Rctg Bn ESS will validate school data on USAREC Form 816 and USAREC Form 816-A using USAREC Form 636 and USAREC Form 636-B.</p> <p>g. All school data and information compiled and reported is based on SY. The SY calendar begins 1 July and ends 30 June.</p>	
1	Enter the current SY. The SY runs from 1 July to 30 June.
2	Enter the total number of 2-year colleges (junior and community) in the unit's zone based off the DSRPT and USAREC Form 636-B.
3	Enter the total number of 2-year colleges that are accessible to recruiters.
4	Enter the total number of 2-year colleges that provided a list.

Table E-1**Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued**

5	Enter the total number of 2-year college students.
6	Enter the number of priority 1, 2-year colleges (junior and community) in the unit's zone.
7	Enter the number of priority 1, 2-year colleges that provided a list.
8	Enter the total number of 4-year colleges and universities in the unit's zone based off the DSRPT and USAREC Form 636-B.
9	Enter the total number of 4-year colleges and universities that are accessible to recruiters.
10	Enter the total number of 4-year colleges and universities that provided a list.
11	Enter the total number of 4-year college and university students.
12	Enter the number of priority 1, 4-year colleges and universities in the unit's zone.
13	Enter the number of priority 1, 4-year colleges and universities that provided a list.
14	Enter the total number of (postsecondary) vocational and trade schools in the unit's zone based off the DSRPT and USAREC Form 636-B. Vocational and trade schools are nationally accredited 2-year and 4-year degree-granting private for profit (proprietary) postsecondary institutions.
15	Enter the total number of vocational and trade schools that are accessible to recruiters.
16	Enter the total number of vocational and trade schools that provided a list.
17	Enter the total number of vocational and trade school students.
18	Enter the number of priority 1 vocational and trade schools in the unit's zone.
19	Enter the number of priority 1 vocational and trade schools that provided a list.
20	Enter the total number of HSs in the unit's zone based off the DSRPT and USAREC Form 636.
21	Enter the total number of HSs that are accessible to recruiters.
22	Enter the total number of HSs that provided a list.
23	Enter the total number of high school seniors (HSSRs) (male and female).
24	Enter the number of priority 1 HSs in the unit's zone.
25	Enter the number of priority 1 HSs that provided a senior list.
26	Enter the total number of (secondary) vocational-technical "feeder" schools based on the DSRPT and USAREC Form 636. These are vocational-technical schools whose population is comprised of students from surrounding HSs.
27	Enter the total number of vocational-technical schools that are accessible to recruiters.
28	Enter the total number of vocational-technical schools that provided a list.
29	Enter the total number of vocational-technical school seniors. List the total number of vocational-technical "feeder" school seniors; however, the population listed is redundant and should already be included in the public HS column.
30	Enter the number of priority 1 vocational-technical schools (secondary "feeder" schools).
31	Enter the number of priority 1 vocational-technical schools that provided any sort of list (senior, junior, ASVAB) of their students.
32	Enter the number of priority 1, 2-year college students available (male and female from the ALRL).
33	Enter the number of priority 1, 2-year college students contacted.
34	Enter the percentage of priority 1, 2-year college students contacted.

Table E-1

Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued

35	List the priority 1, 2-year college students contact requirement (raw number) as of the last completed RCM based on the quarterly contact milestones.		
36	List the quarterly contact milestone (percentage) for 2-year college students (priority 1 schools only) for each month within the current quarter.		
	1st Quarter	40 percent	(Jul-Sep)
	2d Quarter	75 percent	(Oct-Dec)
	3d Quarter	90 percent	(Jan-Mar)
	4th Quarter	100 percent	(Apr-Jun)
NOTE: Multiply the number of available population by the quarterly contact milestone percentage to obtain the contact requirement in lines 35, 40, 45, 50, 55, and 60. Example: 500 (available population) times 40 percent (quarterly milestone) equals 200 (contact requirement).			
37	Enter the number of priority 1, 4-year college freshmen available (male and female from the ALRL).		
38	Enter the number of priority 1, 4-year college freshmen contacted.		
39	Enter the percentage of priority 1, 4-year college freshmen contacted.		
40	List the priority 1, 4-year college freshmen contact requirement (raw number) as of the last completed RCM based on the quarterly contact milestones.		
41	List the quarterly contact milestone (percentage) for 4-year college freshmen (priority 1 schools only) for each month of the quarter.		
	1st Quarter	0 percent	(Jul-Sep)
	2d Quarter	40 percent	(Oct-Dec)
	3d Quarter	75 percent	(Jan-Mar)
	4th Quarter	100 percent	(Apr-Jun)
42	Enter the number of priority 1, 4-year college seniors available (male and female from the ALRL).		
43	Enter the number of priority 1, 4-year college seniors contacted.		
44	Enter the percentage of priority 1, 4-year college seniors contacted.		
45	List the priority 1, 4-year college seniors contact requirement (raw number) as of the last completed RCM based on the quarterly contact milestones.		
46	List the quarterly contact milestone (percentage) for 4-year college seniors (priority 1 schools only) for each month within the quarter.		
	1st Quarter	0 percent	(Jul-Sep)
	2d Quarter	40 percent	(Oct-Dec)
	3d Quarter	75 percent	(Jan-Mar)
	4th Quarter	100 percent	(Apr-Jun)
47	Enter the number of (priority 1) past 2 year HS graduates available (male and female from the LRL and ALRL).		
48	Enter the number of (priority 1) past 2 year HS graduates contacted.		
49	Enter the percentage of (priority 1) past 2 year HS graduates contacted.		
50	List the priority 1 past 2 year HS graduates contact requirement (raw number) as of the last completed RCM based on the quarterly contact milestones.		
51	List the quarterly contact milestones (percentage) for past 2 year HS graduates (priority 1 schools only) for each month in the quarter.		
	1st Quarter	40 percent	(Jul-Sep)
	2d Quarter	75 percent	(Oct-Dec)
	3d Quarter	90 percent	(Jan-Mar)
	4th Quarter	100 percent	(Apr-Jun)
52	Enter the number of priority 1 HSSRs available (senior population male and female from the LRL and ALRL).		
53	Enter the number of priority 1 HSSRs contacted.		

Table E-1

Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued

54	Enter the percentage of priority 1 HSSRs contacted.												
55	List the priority 1 HSSR contact requirement (raw number) as of the last completed RCM based on the quarterly contact milestones.												
56	<p>List the quarterly contact milestone (percentage) for HSSRs (priority 1 schools only) for each month within the quarter.</p> <table> <tr> <td>1st Quarter</td><td>40 percent</td><td>(Jul-Sep)</td></tr> <tr> <td>2d Quarter</td><td>75 percent</td><td>(Oct-Dec)</td></tr> <tr> <td>3d Quarter</td><td>90 percent</td><td>(Jan-Mar)</td></tr> <tr> <td>4th Quarter</td><td>100 percent</td><td>(Apr-Jun)</td></tr> </table>	1st Quarter	40 percent	(Jul-Sep)	2d Quarter	75 percent	(Oct-Dec)	3d Quarter	90 percent	(Jan-Mar)	4th Quarter	100 percent	(Apr-Jun)
1st Quarter	40 percent	(Jul-Sep)											
2d Quarter	75 percent	(Oct-Dec)											
3d Quarter	90 percent	(Jan-Mar)											
4th Quarter	100 percent	(Apr-Jun)											
57	Enter the number of priority 1 high school juniors (HSJRs) available (junior population male and female from the LRL and ALRL).												
58	Enter the number of priority 1 HSJRs contacted.												
59	Enter the percentage of priority 1 HSJRs contacted.												
60	<p>List the priority 1 HSJR contact requirement (raw number) as of the last completed RCM based on the quarterly contact milestones.</p> <table> <tr> <td>1st Quarter</td><td>40 percent</td><td>(Jul-Sep)</td></tr> <tr> <td>2d Quarter</td><td>75 percent</td><td>(Oct-Dec)</td></tr> <tr> <td>3d Quarter</td><td>90 percent</td><td>(Jan-Mar)</td></tr> <tr> <td>4th Quarter</td><td>100 percent</td><td>(Apr-Jun)</td></tr> </table>	1st Quarter	40 percent	(Jul-Sep)	2d Quarter	75 percent	(Oct-Dec)	3d Quarter	90 percent	(Jan-Mar)	4th Quarter	100 percent	(Apr-Jun)
1st Quarter	40 percent	(Jul-Sep)											
2d Quarter	75 percent	(Oct-Dec)											
3d Quarter	90 percent	(Jan-Mar)											
4th Quarter	100 percent	(Apr-Jun)											
61	List the quarterly contact milestone (percentage) for HSJRs (priority 1 schools only) for each month within the quarter.												
62	Enter the total number of Junior Reserve Officers' Training Corps (JROTC) programs (all services) in the unit's zone.												
63	Enter the total number of Army JROTC programs in the unit's zone.												
64	Enter the total number of JROTC (all services) senior cadets.												
65	Enter the total number of Reserve Officers' Training Corps (ROTC) programs (all services) in the unit's zone.												
66	Enter the total number of Army ROTC programs in the unit's zone.												
67	Enter the total number of ROTC students (all services).												
Section 4. Recruiter Support (FYTD)													
<p>This data is YTD data as of the end of the reporting RCM, not what is planned throughout the FY. Use your LSA through the reporting RCM. The following definitions and instructions apply:</p> <p>a. ADSW. Enter number of active duty for special work (ADSW) Soldiers requested and approved FYTD as of the last completed RCM in the Scheduled column. Conducted column refers to total number of ADSW tours completed. Rctg Bn ADSW managers can verify these numbers via the ADSW Management Binder and completed USAREC Forms 979 (Active Duty for Special Work Performance Report) submitted by the RS. NOTE: Number of tours can exceed the number of Soldiers listed in Scheduled column. This is due to Soldiers performing multiple tours of duty. In accordance with USAREC Reg 601-106 Soldiers can perform multiple tours not to exceed 29 days.</p> <p>b. HRAP. Enter number of Hometown Recruiter Assistance Program (HRAP) Soldiers requested FYTD through the current RCM. The Conducted column refers to those HRAP Soldiers which have reported in FYTD. The HRAP Web page will be used as a source for this information. The number conducted and enlisted will match the LSA. Rctg Bns and Rctg Bdes can validate this data via the Hyperion (formerly Brio) portal. NOTE: The USAREC goal is 40 percent of all contracts written will be identified to return for HRAP duty.</p> <p>c. COI Events. COI events and exhibits include both funded and nonfunded events.</p> <p>d. ASB. United States Army Accessions Support Brigade (ASB) exhibits (cinema van, etc.,) scheduled for the year (do not include requested exhibits, only scheduled), conducted FYTD. Include all conducted ASB events to include what you scheduled and what you were given as targets of opportunities (drive bys). Ensure you capture all events. (For example: An ASB asset is in your AO for 3 days and visits three schools. This is listed as three conducts and one scheduled.)</p> <p>e. Bn Asset Events. Rctg Bn exhibits (rock walls, etc.,) scheduled for the year and conducted FYTD. Include all conducted Rctg Bn events.</p> <p>f. TAIR Events. Total Army Involvement in Recruiting (TAIR) events scheduled (not requested), conducted, and results FYTD. TAIR events counted should be coordinated through the Rctg Bn advertising and public affairs section. Ensure you capture all TAIR events in your AO as defined in d above.</p> <p>g. SRAP. The Scheduled column will reflect the number of Special Recruiter Assistance Program (SRAP) Soldiers projected to arrive for duty. The Conducted column will reflect the number of SRAP Soldiers that arrived for duty. Leads column will reflect the number of referrals provided by SRAP Soldiers. The remaining columns will be populated as instructed below.</p> <p>h. FSTP Events. These are RA and USAR training sessions planned through the end of the FY. Each RS should plan 12 sessions a year. USAREC Reg 601-95, paragraph 6-1g(3) states that nonfunded FSTP functions will be held at least twice per quarter, not counting two funded events per year and any Rctg Co megatraining functions. This section also includes any Rctg Bn or Rctg Bde megatraining functions scheduled or conducted. The intent is to capture all training events scheduled and conducted, not just funded events.</p>													

Table E-1
Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued

1	Enter the total number of scheduled ADSW, HRAP, COI events, ASB, Rctg Bn asset events, TAIR events, SRAP, and FSTP events FYTD. The COI events and FSTP events sections are divided into funded and nonfunded events.
2	Enter the total number of ADSW, HRAP, COI events, ASB, Rctg Bn asset events, TAIR events, SRAP, and FSTP events that have been conducted FYTD. The COI events and FSTP events sections are divided into funded and nonfunded events.
3	Enter the total number of leads received from ADSW, HRAP, COI events, ASB, Rctg Bn asset events, TAIR events, SRAP, and FSTP events that have been conducted FYTD.
4	Enter the total number of leads contacted from those received in item 3 above FYTD.
5	Enter the total number of appointments made from the leads contacted in item 4 above FYTD.
6	Enter the total number of appointments conducted from the appointments made in item 5 above FYTD.
7	Enter the total number of enlistments from the appointments conducted in item 6 above FYTD.
8	Enter the total numbers of ADHQ priority A, B, C, D, and E leads and the total number of cyber leads received FYTD. ADHQ and cyber leads are a rollup from RS to Rctg Bde level.
9	Enter the total numbers of ADHQ priority A, B, C, D, and E leads and the total number of cyber leads with a valid disposition FYTD.
10	Enter the total number of RA ADHQ priority A, B, C, D, and E leads and the total number of cyber leads conducted FYTD.
11	Enter the total number of USAR ADHQ priority A, B, C, D, and E leads and the total number of cyber leads conducted FYTD.
12	Enter the total number of RA enlistments from ADHQ priority A, B, C, D, and E leads and the total number of cyber enlistments.
13	Enter the total number of USAR enlistments from ADHQ priority A, B, C, D, and E leads and the total number of cyber enlistments.
NOTE: In accordance with USAREC message 04-157, ADHQ priority A, B, C, D, and E data will be provided by HQ USAREC. This data is available on the Hyperion (formerly Brio) portal under ARISS Reports/ADHQ. HQ USAREC will continue to post this report to the Hyperion (formerly Brio) portal no later than close of business the first Monday following the end of the RCM. Rctg Bns will disseminate RS and Rctg Co ADHQ leads data to ensure timely completion of USAREC Form 816 and USAREC Form 816-A.	
14	Enter the planned enlistment objective for the current RCM for ADSW, HRAP, COI events, ASB, Rctg Bn asset events, TAIR events, SRAP, and FSTP events. The "Next RCM" objectives from the previous month's USAREC Form 816 and USAREC Form 816-A becomes this month's "Current RCM" objectives. Both objectives are listed in terms of RCM not FYTD.
15	Enter the planned enlistment objective for the next RCM for ADSW, HRAP, COI events, ASB, Rctg Bn asset events, TAIR events, SRAP, and FSTP events. "Next RCM" objectives are listed in terms of RCM not FYTD. This "Next RCM" objective becomes the "Current RCM" objective on the next RCM's USAREC Form 816 and USAREC Form 816-A.
NOTE: Objectives are determined in conjunction with the input from the next higher level of leadership. This data is not a rollup from the lowest level.	
Section 5. RA/USAR Data (FYTD)	
1-2	Enter total (gross) contracts RA and USAR FYTD.
3-4	Enter total (gross) contracts RA and USAR with some college credits FYTD. NOTE: College contracts can be verified by going to the G-2's Web site and choosing Production, Race-College and selecting by level.
5-6	Enter total number of RA and USAR members on the last day of the RCM for the last completed RCM.
7-8	Enter the total number of RA and USAR members who failed the initial physical fitness assessment (PFA). The initial PFA must be given within 3 to 10 days of contract.
9-10	Enter the total number of RA and USAR members who renegotiated their enlistment agreements due to PFA failure FYTD. The PFA must be readministered within 30 to 45 days prior to ship out.
11-12	Enter the total number of RA and USAR PFA losses FYTD. These are only losses due to PFA program failure.
13-14	Enter the total number of RA and USAR members in the Pre-Basic Combat Training Physical Fitness Program as of the last completed RCM.

Table E-1**Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued**

15-16	Enter the total number of RA and USAR members who passed the initial PFA. The PFA must be administered within 3 to 10 days of contract.
17-18	Enter the total number of RA and USAR FYTD losses taken on ship day.
19-26	Enter total number of RA and USAR FYTD losses taken <30, <60, <90, and 91+ days as applicable.
27	Enter the raw number total of RA losses FYTD as of the last completed RCM.
28	Enter the percent of RA losses FYTD as of the last completed RCM.
29	Enter the raw number total of USAR losses FYTD as of the last completed RCM.
30	Enter the percent of USAR losses FYTD as of the last completed RCM.
31-32	Enter total number of referrals provided by current male RA and USAR members as of the last completed RCM. Referrals are an appointment confirmed by the RS commander. The referral(s) could have been given in a previous RCM. Example: A Future Soldier has been in the FSTP since RCM October 2004 and has provided two referrals each month. By the end of RCM April, this Future Soldier has provided 14 referrals. As long as the Future Soldier is in the FSTP pool, he or she is continuously counted.
33-34	Enter the total number of referrals provided by male RA and USAR members FYTD as of the last completed RCM.
35-36	Enter total number of referrals provided by current female RA and USAR members as of the last completed RCM. Referrals are an appointment confirmed by the RS commander. The referral(s) could have been given in a previous RCM. Example: A Future Soldier has been in the FSTP since RCM October 2004 and is currently in the FSTP, the Future Soldier has provided two referrals each month. At the end of RCM April this Future Soldier has provided 14 referrals. As long as the Future Soldier is in the FSTP pool, he or she is continuously counted.
37-38	Enter the total number of referrals provided by female RA and USAR members FYTD as of the last completed RCM.
39-40	Enter total number of enlistments from referrals provided by current male RA and USAR members who have not shipped for training as of the last completed RCM. Enlistments are cumulative and do not have to take place during current RCM or FY, as long as the male RA or USAR member which gave the referral has not shipped for training as of the last completed RCM.
41-42	Enter the total number of enlistments from referrals provided by male RA and USAR members FYTD as of the last completed RCM.
43-44	Enter total number of enlistments from referrals provided by current female RA and USAR members who have not shipped for training as of the last completed RCM. Enlistments are cumulative and do not have to take place during the current RCM or FY, as long as the female RA or USAR member which gave the referral has not shipped for training as of the last completed RCM.
45-46	Enter the total number of enlistments from referrals provided by female RA and USAR members FYTD as of the last completed RCM.
47-48	Enter total number of male RA and USAR members promoted to E-2 from referrals provided by current male RA and USAR members who have not shipped for training as of the last completed RCM.
49-50	Enter total number of male RA and USAR members promoted to E-2 from referrals provided by male RA and USAR members FYTD.
51-52	Enter total number of female RA and USAR members promoted to E-2 from referrals provided by current female RA and USAR members who have not shipped for training as of the last completed RCM.
53-54	Enter total number of female RA and USAR members promoted to E-2 from referrals provided by female RA and USAR members FYTD.
55-56	Enter total number of male RA and USAR members promoted to E-3 from referrals provided by current male RA and USAR members who have not shipped for training as of the last completed RCM.
57-58	Enter total number of male RA and USAR members promoted to E-3 from referrals provided by male RA and USAR members FYTD.
59-60	Enter total number of female RA and USAR members promoted to E-3 from referrals provided by current female RA and USAR members who have not shipped for training as of the last completed RCM.
61-62	Enter total number of female RA and USAR members promoted to E-3 from referrals provided by female RA and USAR members FYTD.
63-64	Enter total number of male RA and USAR members promoted to E-2 because of completion of the pre-basic training (BT) task list. These are only those current male RA and USAR members who have not shipped for training as of the last completed RCM.

Table E-1
Instructions for completing USAREC Form 816 and USAREC Form 816-A--continued

65-66	Enter total number of male RA and USAR members promoted to E-2 because of completion of the pre-BT task list FYTD.
67-68	Enter total number of female RA and USAR members promoted to E-2 because of completion of the pre-BT task list. These are only those current female RA and USAR members who have not shipped for training as of the last completed RCM.
69-70	Enter total number of female RA and USAR members promoted to E-2 because of completion of the pre-BT task list FYTD.
71-72	Enter total number of male RA and USAR members promoted to E-3 because of completion of the pre-BT task list. These are only those current male RA and USAR members who have not shipped for training as of the last completed RCM.
73-74	Enter the total number of male RA and USAR members promoted to E-3 because of completion of the pre-BT task list FYTD.
75-76	Enter the total number of female RA and USAR members promoted to E-3 because of completion of the pre-BT task list. These are only those current female RA and USAR members who have not shipped for training as of the last completed RCM.
77-78	Enter the total number of female RA and USAR members promoted to E-3 because of completion of the Pre-BT task list FYTD.
79	Enter the date of the last RA and USAR training session conducted as of the last completed RCM.
80-83	Enter the total number of RA and USAR male and female members that attended the last RA and USAR training session conducted as of the last completed RCM.
84-85	Enter the planned RA and USAR referral objective for the "Current RCM." The "Next RCM" objective from the previous month's USAREC Form 816 and USAREC Form 816-A becomes this month's "Current RCM" objective. Both objectives are listed in terms of RCM not FYTD.
86-87	Enter the planned RA and USAR referral objective for the "Next RCM." "Next RCM" objectives are listed in terms of RCM not FYTD. This "Next RCM" objective becomes the "current RCM" objective on the next RCM's USAREC Form 816 and USAREC Form 816-A.
88-89	Enter the planned RA and USAR referral enlistment objective for the "Current RCM." The "Next RCM" enlistment objective from the previous month's USAREC Form 816 and USAREC Form 816-A becomes this month's "Current RCM" objectives. Both objectives are listed in terms of RCM not FYTD.
90-91	Enter the planned RA and USAR referral enlistment objective for the "Next RCM." "Next RCM" objectives are listed in terms of RCM not FYTD. This "Next RCM" objective becomes the "Current RCM" objective on the next RCM's USAREC Form 816 and USAREC Form 816-A.
NOTE: The planned objectives will be determined in conjunction with the input from the next higher level of leadership.	

Table E-2
Contract and accession legend


POSTING INSTRUCTIONS				
RESOURCES		1/2” STARS	CONTRACTS	1/4” DIAMETER DOTS
RSs		Red	RA Grad (see note below)	Green
Colleges		Blue	Senior	Light Blue
HSs		Silver	RA Other (see note below)	Yellow
Industries		Gold	USAR GC	Orange
USAR and Army National Guard Units		Green	USAR Prior Service (PS)	Red
			USAR Other	Blue
DOT CODING FOR TEST CATEGORY		NOTE: For the purpose of posting the OMA board, RA grads include GB and G4. RA OTH covers Tier 2, Tier 3, and PS enlistments. Depict a IIIB RA Grad with a green dot, but add a black pen-and-ink dot in the center.		
TEST SCORE CATEGORY	DOT CODING			
I-III A	Unmarked			
IIIB	O			
IV				

Table E-3**Instructions for completing ZIP Code information for the address labels for overlay 2**

Section	Instructions
ZIP Code	Enter the postal ZIP Code that corresponds to the area covered.
City	Enter the name of the city for that ZIP Code.
DOD Vol	Enter total number of enlistments FYTD for this ZIP Code (all services).
DOD GSA	Enter total number of GSA enlistments FYTD for this ZIP Code (all services).
AR	Enter total number of Army enlistments (volume) FYTD and the volume percentage.
AF	Enter total number of Air Force enlistments (volume) FYTD and the volume percentage.
N	Enter total number of Navy enlistments (volume) FYTD and the volume percentage.
MC	Enter total number of Marine Corps enlistments (volume) FYTD and the volume percentage.

Table E-4**Instructions for completing USAREC Form 711-3 and USAREC Form 711-3-A**

Cell Number	Instructions
1	Enter assigned mission in black.
2	Enter total net achievements for assigned mission categories in blue for mission accomplishment and red for shortfalls.
3	Enter actual contract category net achievements in green by category (i.e., GB, HA, HB, Cat 4).
4	Enter total assigned mission for the RA, USAR, and their combined total.
5	Enter total net achievements for assigned mission categories for the RA, USAR, and their combined total.
6	Enter a blue "Y" if mission box or a red "N" if not.

Table E-5**Instructions for completing USAREC Form 817 and USAREC Form 817-A**

Section	Instructions
Unit, FY, and Thru	Enter unit name (e.g., 6th Medical Recruiting Battalion (Provisional)). Enter the current FY and the thru date.
Section 1. Resources	
Number of Recruiting Stations	<p>AUTH: The number of authorized HCRSs for each echelon listed in the latest RMA. Do not use TDA authorizations for this. This includes large and small HCRSs.</p> <p>ASGN: Number of actual active HCRSs. These are only open HCRSs, within an actual facility, and activated in FAZR and include all RSIDs. Do not include HCRSs waiting to occupy a facility even though the recruiters are on mission but working in a temporary facility, even if the HCRS is activated in FAZR.</p> <p>AF, N (other services): This is a rollup from each subordinate's USAREC Form 817 or USAREC Form 817-A. Each unit should have a list of all HCRSs owned by the US Air Force and US Navy Health Care Recruiting, by location, to avoid duplication within Army medical recruiting units.</p>
Number of RA Recruiters (E)	<p>AUTH: The number of on-mission HCRs (RA NCOs) authorized by the latest RMA; includes all RA HCRs, including HCRS commanders and HCRT NCOICs assigned a mission.</p> <p>ASGN: All RA HCRs assigned. This data comes through the MRB from ARISS.</p> <p>AF, N (other services): This is a rollup from each unit's USAREC Form 817 or USAREC Form 817-A. Each MRB should have a by-name list from each HCRT and HCRS to avoid duplication and to provide more accurate numbers.</p> <p><1 YR EXP: Enter the number of HCRs who have less than 1 year experience.</p>

Table E-5

Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued

Number of RA Recruiters (O)	<p>AUTH: The authorized number of commissioned officers to serve as RA HCRs. Source: Latest RMA. Includes all RA officers on mission, including HCRT leaders.</p> <p>ASGN: All commissioned officers assigned as HCRs. This data comes through the MRB from ARISS.</p> <p>AF, N (other services): This is a rollup from each unit's USAREC Form 817 or USAREC Form 817-A. Each MRB should have a by-name list from each HCRT and HCRS to avoid duplication and to provide more accurate numbers.</p> <p><1 YR EXP: Enter the number of HCRs who have less than 1 year experience.</p>
Number of USAR Recruiters (E)	<p>AUTH: This number is the authorized USAR enlisted HCRs listed in the latest RMA, to include any Active Guard Reserve NCO performing duties as HCRS commander or HCRT NCOIC.</p> <p>ASGN: Number of assigned USAR enlisted HCRs. This data comes through the MRB from ARISS.</p> <p>AF, N (other services): This is a rollup from each unit's USAREC Form 817 or USAREC Form 817-A. Each MRB should have a by-name list from each HCRT and HCRS to avoid duplication and to provide more accurate numbers.</p> <p><1 YR EXP: Enter the number of HCRs who have less than 1 year experience.</p>
Number of USAR Recruiters (O)	<p>AUTH: The authorized number of commissioned officers to serve as USAR HCRs. Source: Latest RMA. Includes all USAR officers on mission, including HCRT leaders.</p> <p>ASGN: All USAR commissioned officers assigned as HCRs. Data comes through the MRB from ARISS.</p> <p>AF, N (other services): This is a rollup from each unit's USAREC Form 817 or USAREC Form 817-A. Each MRB should have a by-name list from each HCRT and HCRS to avoid duplication and to provide more accurate numbers.</p> <p><1 YR EXP: Enter the number of HCRs who have less than 1 year experience.</p>
Number of GOVs	<p>AUTH: The number of GOVs authorized for an MRB, HCRT, or HCRS. Source: TDA and RMA.</p> <p>ON HAND: Number of GOVs on hand. Source: General Services Administration fleet manager.</p> <p>OPERATIONAL: This is the number of GOVs in operational status at the end of the calendar month.</p> <p>INVOLVED IN ACCIDENTS: Number of GOVs involved in accidents during the reporting period. Break data down as current calendar month and FYTD. Data compares accident rate for a given calendar month and for FYTD.</p> <p>ACCIDENT-FREE DAYS: Number of days in the current FY since last GOV accident.</p>
Number of Cell Phones	<p>AUTH: Number of cell phones authorized.</p> <p>ON HAND: Number of cell phones on hand at the end of the calendar month.</p> <p>OPERATIONAL: Number of operational cell phones at the end of the calendar month.</p>
Number of Laptops	<p>AUTH: Number of ARISS laptops (RWSs) authorized by TDA and RMA. This number will include authorized floats.</p> <p>ON HAND: Number of ARISS laptops (RWSs) on hand, to include MRB floats and any excess.</p> <p>OPERATIONAL: Number of ARISS laptops (RWSs) operational at the end of the calendar month.</p>
Section 2. Market	
# States	Number of states within unit's AO. Source: Latest RMA.
# Counties	Rctg Bde, Market and Mission Analysis Section, will provide this number.
Square Miles	Rctg Bde, Market and Mission Analysis Section, will provide this number.

Table E-5

Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued

# MTFs	Number of assigned military medical treatment facilities within assigned area.
# Medical TPUs	Number of assigned medical TPUs within assigned area.
Section 3. AMEDD Mission Data	
# Hospitals Priority/Visits	<p>Number of assigned Priority 1 hospitals (500 beds or more) and HCR visits to those hospitals (rollup FYTD).</p> <p>Number of assigned Priority 2 hospitals (250 to 499 beds) and HCR visits to those hospitals (rollup FYTD).</p> <p>Number of assigned Priority 3 hospitals (249 beds or less) and HCR visits to those hospitals (rollup FYTD).</p>
Medical	<p>Medical Schools. Number of programs, number of program lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number of eligible students contacted, number boarded, and number commissioned.</p> <p>STRAP Residencies. Number of programs, number of program lists obtained that the MRB is missioned for (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number of eligible residents contacted, number boarded, and number commissioned.</p> <p>Total Residencies. Number of programs, number of program lists obtained that the MRB is missioned for (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number of eligible residents contacted, number boarded, and number commissioned.</p> <p>Preprofessional. Number of preprofessional programs, number of program lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number of eligible students contacted, number boarded, and number commissioned. Includes all corps preprofessional programs.</p> <p>Direct. Number of available market (number of licensed individuals eligible for a commission), number of eligible contacted, number boarded, and number commissioned.</p>
Dental	<p>Dental Schools. Number of programs, number of program lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number of eligible students contacted, number boarded, and number commissioned.</p> <p>STRAP Residencies. Number of programs, number of program lists obtained that the MRB is missioned for (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number of eligible residents contacted, number boarded, and number commissioned.</p> <p>Total Residencies. Number of programs, number of program lists obtained that the MRB is missioned for (name, telephone number, and/or address), number of available market (number of residents eligible for a commission), number of eligible residents contacted, number boarded, and number commissioned.</p> <p>Direct. Number of available market (number of licensed individuals eligible for a commission), number of eligible contacted, number boarded, and number commissioned.</p>
Nurse	<p>AD/DPL (AD-NLN/CCNE Accredited Associated Degree RN)/(DPL-NLN Accredited Diploma Program). Number of programs, number of program lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number of eligible students contacted, number boarded, and number commissioned.</p> <p>BSN (NLN/CCNE Accredited BSN Program). Number of programs, number of program lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number of eligible students contacted, number boarded, and number commissioned.</p> <p>MSN (NLN/CCNE Accredited MSN Program). Number of programs, number of program lists obtained (name, telephone number, and/or address), number of available market (number of students eligible for a commission), number of eligible students contacted, number boarded, and number commissioned.</p>

Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued51

Table E-5

Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued

<p># of TAIR Events (Source: MRB S-3)</p>	<p>Leads. Number of leads from the conducted COI events.</p> <p>Leads Conducted. Number of appointments conducted from the leads provided by the event.</p> <p>Boarded. Number of applicants boarded for an AMEDD commission from COI events.</p> <p>Commissioned. Number of applicants commissioned from COI events that were selected.</p> <p>Scheduled. Number of accomplished TAIR events FYTD and what are scheduled to the end of the current FY. These are all the TAIR events the unit actually scheduled to conduct broken down by the six AMEDD Corps.</p> <p>Conducted. Number of TAIR events the unit actually conducted FYTD through the reporting calendar month.</p>
<p># of Student Pres (Source: MRB S-3)</p>	<p>Leads. Number of leads from the conducted TAIR events.</p> <p>Leads Conducted. Number of appointments conducted from the leads provided by the event.</p> <p>Boarded. Number of applicants boarded for an AMEDD commission from TAIR events.</p> <p>Commissioned. Number of applicants commissioned from TAIR events that were selected.</p> <p>Scheduled. Number of accomplished student presentations FYTD and what are scheduled to the end of the current FY. These are all the student presentations the unit actually scheduled to conduct broken down by the six AMEDD Corps.</p> <p>Conducted. Number of student presentations the unit conducted FYTD through the reporting calendar month.</p>
<p># of MOPS (Source: HQ USAREC G-5 and MRB S-3)</p>	<p>Leads. Number of leads from the conducted student presentations.</p> <p>Leads Conducted. Number of appointments conducted from the leads developed at the event.</p> <p>Boarded. Number of applicants boarded for an AMEDD commission from student presentations.</p> <p>Commissioned. Number of applicants commissioned from student presentations that were selected.</p> <p>Scheduled. Number of Media Online Placement System (MOPS) advertisements placed FYTD and the number planned through the end of the current FY. These are all the MOPS ads the unit scheduled to conduct broken down by the six AMEDD Corps.</p> <p>Conducted. Number of MOPS ads the unit placed FYTD through the reporting calendar month.</p>
<p># of Conventions (Source: HQ USAREC G-5 and MRB S-3)</p>	<p>Leads. Number of leads generated from MOPS ads.</p> <p>Leads Conducted. Number of appointments conducted with leads developed from MOPS ads.</p> <p>Boarded. Number of applicants boarded for an AMEDD commission from MOPS ads.</p> <p>Commissioned. Number of applicants commissioned from MOPS ad leads.</p> <p>Scheduled. Number of accomplished conventions (local or national) FYTD and scheduled to the end of the current FY. These are all the conventions the unit scheduled to conduct broken down by the six AMEDD Corps.</p> <p>Conducted. Number of conventions (local and national) the unit conducted FYTD through the reporting calendar month.</p> <p>Leads. Number of leads generated from the conducted conventions (local or national).</p> <p>Leads Conducted. Number of appointments conducted from the leads provided by the event.</p> <p>Boarded. Number of applicants boarded for an AMEDD commission from conventions (local or national) leads.</p> <p>Commissioned. Number of applicants commissioned from conventions (local or national) leads.</p>

Table E-5
Instructions for completing USAREC Form 817 and USAREC Form 817-A--continued

<p># of Tours (Source: HQ USAREC G-5 and MRB S-3)</p>	<p>Scheduled. Number of educator and student tours conducted FYTD and the number scheduled to the end of the current FY. These are all the educator and student tours the unit scheduled to conduct broken down by the six AMEDD Corps.</p> <p>Conducted. Number of educator and student tours the unit actually conducted FYTD through the reporting calendar month.</p> <p>Leads. Number of leads from the conducted educator and student tours.</p> <p>Leads Conducted. Number of appointments conducted from the leads provided by the event.</p> <p>Boarded. Number of applicants boarded for an AMEDD commission from tour leads.</p> <p>Commissioned. Number of applicants commissioned from tour leads.</p>
<p># of Mail Outs (Source: HQ USAREC G-5 and MRB S-3)</p>	<p>Scheduled. Number of mail outs accomplished and the number scheduled to be distributed through the end of the current FY. These are all the mail outs the unit scheduled to send via postal mail or e-mail broken down by the six AMEDD Corps.</p> <p>Conducted. Number of mail outs the unit sent via postal mail or e-mail FYTD through the reporting calendar month.</p> <p>Leads. Number of leads developed from mail outs.</p> <p>Leads Conducted. Number of appointments conducted from leads developed from mail outs.</p> <p>Boarded. Number of applicants boarded for an AMEDD commission from mail out leads.</p> <p>Commissioned. Number of applicants commissioned from leads developed from mail outs.</p>
<p># of SME Requested</p>	<p>Scheduled. Number of accomplished SMEs requested FYTD and the number scheduled through the end of the current FY. These are all the SME requests the unit scheduled to conduct broken down by the six AMEDD Corps.</p> <p>Conducted. Number of SME requests the unit conducted FYTD through the reporting calendar month.</p> <p>Boarded. Number of applicants who were boarded and who were influenced by an SME.</p> <p>Commissioned. Number of applicants commissioned whose decision was influenced by an SME.</p>
<p align="center">Section 5. Mission-Related Data (FYTD)</p>	
<p>Total Contracts</p>	<p>RA Direct/Student. Total number of net (TOS credited) RA direct commissions selected FYTD through the reporting calendar month. For students: Total number of net (TOS credited) RA student commissions selected FYTD through the reporting calendar month.</p> <p>USAR Critical/Other. Critical wartime shortages list as published by Department of the Army (DA) G-1. Total number of net (TOS credited) USAR critical commissions selected and accessed FYTD through the reporting calendar month. Other: Total number of net (TOS credited) USAR other commissions selected and accessed FYTD through the reporting calendar month.</p> <p>RA Declinations. Total number of RA declines direct and student equal total number FYTD through the reporting calendar month.</p> <p>USAR Declinations. Total number of USAR declines critical and other equal total number FYTD through the reporting calendar month.</p>
<p>Number of FOP Members</p>	<p>Total number of Future Officer Program (FOP) members the unit has had the entire FYTD.</p>
<p>Number of Referrals Provided by FOP Members</p>	<p>List all AMEDD referrals given by all FOP members from 1 October to the end of the reporting calendar month.</p>
<p>Number of Commissions From Referrals Provided by FOP Members</p>	<p>Total number of commissions resulting from referrals given by all your FOP members from 1 October to the end of the reporting calendar month.</p>

Table E-6

Instructions for completing USAREC Form 711-7 and USAREC Form 711-7-A

Input Annual Mission	This is the annual mission assigned to all levels. The annual mission will be broken down into quarter missions. This break out enables the Soldier or unit to allow for mission shortfalls that will be made up in the fourth quarter.
Mission Assignment Procedure	<p>The Rctg Bde commander will mission the MRB commander. The MRB commander will then assign mission to each HCRT. HCRT leaders will then assign the HCRS mission to the HCRS commander and the individual mission to the individual HCRs.</p> <ul style="list-style-type: none"> ● All USAREC Forms 711-7 will be signed and dated by the appropriate individuals issuing and receiving mission. ● All achievements will be updated when TOS credit is awarded.

Table E-7

AMEDD contract and accession legend

Resources (Stars)	Color
HCRSs Schools of Nursing Schools of Medicine, Dentistry, Veterinary Medicine, Pharmacy (indicate type of school by adding letter M, D, V, or P) Major Undergraduate Schools Reserve Units MRB Headquarters	Red Gold Silver Blue Green Blue With Red Dot
Contracts (Dots)	Color
*Active AMEDD *USAR AMEDD	Red Yellow
*Letters to denote type of AMEDD contract: M = Medical Corps D = Dental Corps V = Veterinary Corps PH = Pharmacy O = Optometry S = Medical Service Corps H = Health Professionals Scholarship Program N = Nurse Corps	

Table E-8

Instructions for completing USAREC Form 1260 and USAREC Form 1260-A

Unit, FY, Thru	Enter the CRT name (e.g., 5th Rctg Bde), FY, and thru date.
Section 1. Resources	
Number of RA and USAR Recruiters	Enter the number of RA and USAR recruiters authorized and assigned by category: Commissioned officers and enlisted (NCOs).
Number of GOVs	Enter the number of GOVs authorized and assigned to the unit.
Professional Development	Enter military or other professional development activities, such as Noncommissioned Officer Education System schooling and denominational training.
Section 2. Market	
Enter information about the CRT's recruiting zone: The number of states and square miles; the number of theological seminaries and Christian colleges; and the number of colleges that support ROTC programs of any branch of the Armed Forces.	

Table E-8

Instructions for completing USAREC Form 1260 and USAREC Form 1260-A--continued

Section 3. Recruiting Activities (FYTD)	
NOTE: This section reflects the shaping and sustaining operations the unit has planned and executed during the current FY.	
TAIR Events	Enter the number of TAIR events that have been scheduled and conducted.
COI Events	Enter the number of COI events that have been scheduled and conducted.
Conventions	Enter the number of faith-group conventions that the unit planned to attend and how many CRs attended.
ADSW	Enter the number of USAR members who have been planned for ADSW (scheduled) and the number who have performed ADSW (conducted).
Seminary	Enter the number of visits to theological seminaries that have been planned and how many have been conducted this FY.
Christian College	Enter how many visits to Christian colleges have been planned and how many have been conducted this FY.
ROTC	Enter how many visits to ROTC units have been planned and how many have been conducted this FY.
Section 4. Mission-Related Data	
Packets Submitted	For each quarter enter the total number of chaplain and chaplain candidate packets submitted to the chaplain selection board.
Packets Pending	For each quarter enter the total number of chaplain and chaplain candidate packets pending action at the Department of the Army Chaplain (DACH) (e.g., packets awaiting ecclesiastical endorsement or approval or missing documents).
Packets Accessed	For each quarter enter the total number of chaplain and chaplain candidate packets approved at DACH.
Section 5. Items of Interest	
Enter a brief description of significant recruiting opportunities the CRT plans to exploit or any other item which the commander or officer in charge has placed special emphasis.	

Table E-9

Instructions for completing USAREC Form 711-9 and USAREC Form 711-9-A

FY and Thru	Enter the current FY and the last completed RCM.
Section 1. Mission	
Enter the CRT's mission and accomplishments for chaplains and chaplain candidates. Enter assigned mission by quarter to the left of the slash with a black marker. Enter accomplishments to the right of the slash. Use a blue marker where the number equals or exceeds the mission; use a red marker to reflect a shortfall.	
Sacramental	Enter the CRT's mission and accomplishments for chaplains from sacramental Christian denominations.
Nonsacramental	Enter the CRT's mission and accomplishments for chaplains from nonsacramental Christian denominations.
Females (Goal)	Enter the CRT's goals and accomplishments for female chaplains without regard to denomination.
Section 2. Board Results	
Enter the number of applicants selected by chaplain and chaplain candidate selection boards. Enter NA for any month where no board convened.	

Table E-10

Chaplain contract and accession legend

Resources (Stars)	Color
CRT Location	Red
Seminaries	Gold
Christian Colleges	Silver
ROTC Units	Blue

Chaplains Recruited (Dots)	Color
Chaplains	*Red
Chaplain Candidates	*Blue
*Mark each dot with a letter—S for sacramental chaplains and N for nonsacramental chaplains.	

RECRUITING UNIT ASSETS
(For use of this form see USAREC Reg 601-107)

UNIT _____ FY _____ THRU RCM _____

1. RESOURCES:

	AUTH	ASGN	AF	N	MC	USCG
Number of Recruiting Stations (LGSC/SMSC)	1 / 2	3 / 4	5	6	7	8
Number of RA Recruiters/On Mission	9	10 / 11	12	13	14	15
Number of USAR Recruiters/On Mission	18	19 / 20				
Number in New Recruiter Program/On Mission		21 / 22				

RCTR Share
Curr/Prev
16 / 17

	AUTH	ON HAND	ASSIGNED	OPERATIONAL	INVOLVED IN ACCIDENTS	ACCIDENT COST
Number of GOVs	23	24	25	26	27 / 28	29 / 30
Number of Cell Phones	32	33	34	35		
Number of RWS	36	37	38	39	ACCIDENT FREE DAYS	
Number of Scanners	40	41	42	43	31	

2. MARKET:

ZIP Codes 1 # Counties 2 # Square Miles 3 # Substations 4 # USAR TPUs 5

Army Share of DOD FYTD (Raw Number/Percent):

GA 6 / 13 SA 7 / 14 GSA 8 / 15 OTH 9 / 16 VOL 10 / 17 Grads 11 / 18 Females 12 / 19

Army Share of DOD Previous FYTD (Raw Number/Percent):

GA 20 / 27 SA 21 / 28 GSA 22 / 29 OTH 23 / 30 VOL 24 / 31 Grads 25 / 32 Females 26 / 33

3. SCHOOL DATA: SY 1

Schools	Number	Access	Lists	Population	Priority 1 Schools/Lists
2-Year Colleges	2	3	4	5	6 / 7
4-Year Colleges	8	9	10	11	12 / 13
Vocational Trade	14	15	16	17	18 / 19
High Schools	20	21	22	23	24 / 25
Vo-Tech (Secondary)	26	27	28	29	30 / 31

Contacts (Priority 1)	Available	Contacted/Percent	Requirement/Percent	JROTC/ROTC
2-Year College	32	33 / 34	35 / 36	Total JROTC Programs <u>62</u>
4-Year College (Freshmen)	37	38 / 39	40 / 41	Army JROTC Programs <u>63</u>
4-Year College (Senior)	42	43 / 44	45 / 46	JROTC Senior Cadets <u>64</u>
Past 2 Year HS Grads	47	48 / 49	50 / 51	Total ROTC Programs <u>65</u>
High School (Sr list)	52	53 / 54	55 / 56	Army ROTC Programs <u>66</u>
High School (Jr list)	57	58 / 59	60 / 61	Total ROTC Students <u>67</u>

4. RECRUITER SUPPORT (FYTD):

Number of	Scheduled	Conducted	Leads	Leads Contacted	Appts Made/Conducted	Enlistments
ADSW	1	2	3	4	5 / 6	7
HRAP					/	
COI Events	/	/			/	
ASB					/	
Bn Asset Events					/	
TAIR Events					/	
SRAP					/	
FSTP Events	/	/			/	
Leads	Received	Valid Disposition	Conducted (RA/USAR)	Enlistments (RA/USAR)		
ADHQ Priority A, B, C	8	9	10 / 11	12 / 13		
ADHQ Priority D, E			/	/		
Cyber			/	/		

RCM Objective
Current/Next
14 / 15
/
/
/
/
/
/

5. RA/USAR DATA (FYTD):

Total Contracts RA/USAR (FYTD)	1 / 2					
Total Contracts (Some College)	3 / 4					
Number currently in RA/USAR	5 / 6					
PFA Program RA/USAR (FYTD)	Int-Failures	7 / 8	Renos	9 / 10	Losses	11 / 12
PFA Program RA/USAR (Currently)	In Program	13 / 14	Int-Passed	15 / 16		
	Ship Day	< 30	< 60	< 90	91 +	
Total RA/USAR Losses (FYTD)	17 / 18	19 / 20	21 / 22	23 / 24	25 / 26	RA YTD/Percent <u>27 / 28</u> USAR YTD/Percent <u>29 / 30</u>
		Male		Female		
		Current in-FSTP	FYTD	Current in-FSTP	FYTD	
Referrals provided by RA/USAR members		31 / 32	33 / 34	35 / 36	37 / 38	
Referral enlistments - RA/USAR members		39 / 40	41 / 42	43 / 44	45 / 46	
RA/USAR received E-2 from referrals		47 / 48	49 / 50	51 / 52	53 / 54	
RA/USAR received E-3 from referrals		55 / 56	57 / 58	59 / 60	61 / 62	
RA/USAR received E-2 using Pre-BT task list		63 / 64	65 / 66	67 / 68	69 / 70	
RA/USAR received E-3 using Pre-BT task list		71 / 72	73 / 74	75 / 76	77 / 78	
	Date	Male	Female			
RA/USAR FSTP	79	80 / 81	82 / 83			

Current RCM Objective
84 / 85
88 / 89

Next RCM Objective
86 / 87
90 / 91

Figure E-1. Sample USAREC Form 816-A

RA AND USAR PERFORMANCE																																	
(For use of this form see USAREC Reg 601-107)																																	
FY _____		REGULAR ARMY										ARMY RESERVE										TOTAL		SPECIAL MISSIONS									
		G A	S A	S B	O T H	G B	H A	H B	C A T 4	P S	R A T O T A L	G A	S A	S B	P S	O T H	C A	G B	H A	H B	C A T 4	U S A R T O T A L	C O M B I N E D	M I S S I O N B O X	O C S R A	O C S U S A R	W O F T R A	W O F T U S A R	B A N D	R O T C	1 8 X	O 9 L	
OCT	MSN	1	1	1	1					4	1	1	1	1	1							4	4		1	1	1	1	1	1	1	1	1
	ACH	2	2	2	2	3	3	3	3	5	2	2	2	2	2	3	3	3	3	3	3	5	5	6	2	2	2	2	2	2	2	2	2
NOV	MSN																																
	ACH																																
DEC	MSN																																
	ACH																																
QTR	MSN																																
	ACH																																
JAN	MSN																																
	ACH																																
FEB	MSN																																
	ACH																																
MAR	MSN																																
	ACH																																
QTR	MSN																																
	ACH																																
APR	MSN																																
	ACH																																
MAY	MSN																																
	ACH																																
JUN	MSN																																
	ACH																																
QTR	MSN																																
	ACH																																
JUL	MSN																																
	ACH																																
AUG	MSN																																
	ACH																																
SEP	MSN																																
	ACH																																
QTR	MSN																																
	ACH																																
FYTD	MSN																																
	ACH																																
LAST	MSN																																
FY	ACH																																

USAREC Form 711-3-A, 1 May 2005

Figure E-2. Sample USAREC Form 711-3-A

ZIP Code	49015	City	Battle Creek
DOD Vol	17	DOD GSA	8
AR	7/41%	AF	3/18%
N	2/12%	MC	5/29%

Figure E-3. Sample ZIP Code label

(For use of this form see USAREC Reg 601-107)

FY: 05 THRU: Apr

AUTH ASGN AF N < 1 YR EXP

Number of Recruiting Stations	73	73	69	56	
Number of RA Recruiters (E)	125	134	118	78	26
Number of RA Recruiters (O)	52	55	26	51	18
Number of USAR Recruiters (E)	107	97	39	33	13
Number of USAR Recruiters (O)	46	50	14	26	13
	AUTH	ON HAND	OPERATIONAL	INVOLVED IN ACCIDENTS	ACCIDENT-FREE DAYS
Number of GOVs	352	24	343	2	27
Number of Cell Phones	372	24	371	0	
Number of Laptops	469	24	470		

# States	50	# Counties	3,017	Square Miles	3,899,373.8	# MTFs	137	# Medical TPUs	278
----------	----	------------	-------	--------------	-------------	--------	-----	----------------	-----

(500 BEDS OR MORE)	(250 TO 499 BEDS)	(249 BEDS OR LESS)
--------------------	-------------------	--------------------

# Hospitals Priority/Visits	1	388	/	1,447	2	1,034	/	1,295	3	5,162	/	1,323
-----------------------------	---	-----	---	-------	---	-------	---	-------	---	-------	---	-------

		# PROGRAMS	# LISTS	AVAIL MKT /	CONTACTED	BOARDED /	COMMISSIONED	
Medical	Medical Schools	58	132	30,214	/ 19,914	34	/ 21	
	STRAP Residencies	2,798	2,803	33,957	/ 14,058	27	/ 24	
	Total Residencies	6,070	6,036	58,713	/ 15,655	7	/ 5	
	Preprofessional	696	568	26,803	/ 16,664	48	/ 23	
	Direct			469,303	/ 57,430	46	/ 27	
Dental	Dental Schools	56	51	10,400	/ 6,757	23	/ 14	
	STRAP Residencies	152	103	1,214	/ 830	2	/ 0	
	Total Residencies	568	448	3,829	/ 935	0	/ 0	
	Direct			126,987	/ 22,664	16	/ 11	
	Nurse	AD/DPL	630	494	35,720	/ 12,794	23	/ 16
	BSN	595	503	36,668	/ 18,169	44	/ 34	
	MSN	225	148	7,264	/ 1,872	1	/ 0	
	Anesthesia MSN	66	59	3,105	/ 1,600	12	/ 10	
	Direct			1,114,637	/ 61,525	135	/ 89	
	Medical Service	Pharmacy	71	52	7,931	/ 3,753	4	/ 3
	Optometry	18	12	1,945	/ 1,212	3	/ 4	
	Psych	87	52	4,090	/ 1,092	30	/ 1	
	Direct			240,011	/ 19,645	285	/ 131	
	Specialists	Student Programs	623	441	15,777	/ 1,522	1	/ 3
	Direct			83,509	/ 2,311	18	/ 18	
Veterinary	Veterinary Schools	31	24	5,439	/ 3,984	1	/ 6	
	Direct			44,323	/ 5,107	6	/ 4	

Support Items	SCHEDULED/CONDUCTED												LEADS/LEADS CONDUCTED												BOARDED/COMMISSIONED											
	AN		SP		MC		MS		DC		VC		AN	SP	MC	MS	DC	VC	AN	SP	MC	MS	DC	VC												
# of ADSW/RST/DFP	65	13	1	0	40	12	3	2	23	2	6	4	21	14	0	0	22	1	0	2	2	3	2	0	0	0	0	0	0	0	0	0				
# of COI Events	88	42	6	2	51	17	17	9	26	12	5	3	14	5	0	0	6	5	5	5	2	2	0	0	3	1	0	0	0	0	0	0				
# of TAIR Events	416	211	16	9	296	174	27	21	107	45	28	24	3367	286	72	0	2059	171	476	35	975	128	512	36	11	9	0	0	18	10	2	3	5	2	0	0
# of Student Pres	354	187	19	9	388	216	24	19	107	91	19	17	1565	158	77	13	1830	200	276	36	771	68	261	32	12	7	0	0	10	12	11	3	2	1	1	1
# of MOPS	70	53	10	7	43	21	16	10	11	8	5	3	151	6	22	3	0	0	11	6	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
# of Conventions	239	159	8	8	158	104	59	33	50	28	13	9	1880	107	9	5	433	34	498	35	144	12	89	6	3	3	0	0	2	2	1	1	1	1	0	0
# of Tours	38	7	6	0	18	1	12	5	14	1	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
# of Mail Outs	139149	57378	5550	5099	69695	51284	45970	27692	16666	12876	3340	3236	1398	34	384	14	1170	107	366	62	569	57	94	7	6	3	1	0	6	3	24	8	1	0	0	0
# of SME Requested	9261	2996	13	6	31499	6403	17	15	5281	927	83	82	190	17	0	0	70	11	7	1	27	3	9	2	1	0	0	0	2	2	0	1	0	0	0	0

Total Contracts			FYTD
RA Direct/Student	<u>60</u> / <u>46</u>	Number of FOP Members	<u>579</u>
USAR Critical/Other	<u>61</u> / <u>156</u>	Number of Referrals Provided by FOP Members	<u>94</u>
RA Declinations	<u>7</u> / <u>6</u>	Number of Commissions From Referrals Provided by FOP Members	<u>3</u>
USAR Declinations	<u>4</u> / <u>5</u>		

PREVIOUS EDITIONS WILL BE USED

UPDATE • USAREC Reg 601-107

ANNUAL MEDICAL RECRUITING MISSION ASSIGNMENT (WITH QUARTERLY BREAKOUT)																																																																															
(For use of this form see USAREC Reg 601-107)																																																																															
RA								USAR																																																																							
CATEGORY	MSN	1st Qtr	2d Qtr	3d Qtr	4th Qtr	ACH	Percent	CATEGORY	MSN	1st Qtr	2d Qtr	3d Qtr	4th Qtr	ACH	Percent																																																																
Nurse Corps								Nurse Corps																																																																							
Psych Nurse 66C								Psych Nurse 66C	2	2				2	100.0%																																																																
OR Nurse 66E	2				2	1	50.0%	OR Nurse 66E	10	2	5	1	2	6	60.0%																																																																
Nurse Anest 66F	1			1		1	100.0%	Anesthetist 66F Entry 1LT						1																																																																	
Other Greater Than 1 Yr Exp	8	2	4		2			Anesthetist 66F Entry CPT	3			3		2	66.7%																																																																
Other Less Than 1 Yr Exp	12	3	3	3	3			66F/STRAP	3		1	2		2	66.7%																																																																
OB/Gyn Nurse 66H8G								Med/Surg 66H	43	16	14	12	1	41	95.3%																																																																
ANCP	3			3		1	33.3%	Critical Care 66H8A	14	1	9	4		1	7.1%																																																																
TOTAL	26	5	7	7	7	3	11.5%	TOTAL	75	21	29	22	3	55	73.3%																																																																
Dental Corps								Dental Corps																																																																							
Direct Accession	6			2	4	1	16.7%	General Dentist 63A	8	1	4	1	2	6	75.0%																																																																
DC HPSP	25	5	16	4		11	44.0%	Spec Dent (63D, 63E, 63F, 63N)	2		1	1		4	200.0%																																																																
TOTAL	31	5	16	6	4	12	38.7%	TOTAL	10	1	5	2	2	10	100.0%																																																																
Medical Service Corps								Medical Service Corps																																																																							
Pharmacy Off 67E	2		1	1		4	200.0%	Pharmacy 67E	2	1	1			4	200.0%																																																																
Optometrist 67F						1		Optometry 67F	1		1			1	100.0%																																																																
Podiatrist 67G								Podiatrist 67G	1	1				1	100.0%																																																																
Microbiologist 71A	1	1				1	100.0%	70 Series (67A, 67J, 70B)	17	16	1			14	82.4%																																																																
Biochemist 71B	1	1				1	100.0%	Microbiologist 71A	1			1		1	100.0%																																																																
Clinical Lab Off 71E	1	1				1	100.0%	Biochemist 71B																																																																							
Research Psychologist 71F	1			1				Clinical Lab 71E	2			2		3	150.0%																																																																
Nuclear Med Science Off 72A	2		1	1		1	50.0%	Research Psych 71F																																																																							
Entomologist 72B	1				1	1	100.0%	Nuclear Med 72A	1		1			2	200.0%																																																																
Audiologist 72C						1		Entomologist 72B	1		1			2	200.0%																																																																
Env Science 72D	4	4				1	25.0%	Audiologist 72C	1			1		1	100.0%																																																																
Sanitary Engineer 72E	1			1				Environmental Science 72D	2	2				1	50.0%																																																																
Social Work 67D/73A	1	1				1	100.0%	Sanitary Engineer 72E	1	1				1	100.0%																																																																
Clinical Psych/CPRP	3		3			1	33.3%	Social Worker 73A	1		1			1	100.0%																																																																
OP HPSP	3			3		11	366.7%	Clinical Psych 73B	2	1		1		1	50.0%																																																																
Clinical Psych HPSP	2		2			1	50.0%	TOTAL	33	22	6	5		33	100.0%																																																																
								Medical Corps																																																																							
								Preventive Med 60C/60D	2	1		1		1	50.0%																																																																
TOTAL	23	8	7	7	1	26	113.0%	OB/Gyn 60J	1		1			1	100.0%																																																																
Medical Corps								LDG (60K, 60L, 60T, 60V, 61G, 61K, 61L, 61Z)	3			2	1	2	66.7%																																																																
Direct Accession	10	3	1	5	1	1	10.0%	Anesthesiologist 60N	2				2	2	100.0%																																																																
MC HPSP	50	13	18	16	3	44	88.0%	Ophthalmologist 60S	1			1		1	100.0%																																																																
TOTAL	60	16	19	21	4	45	75.0%	Psychiatrist 60W	3			1	2	2	66.7%																																																																
Veterinary Corps								Internal Med 61F	3		1	1	1	4	133.3%																																																																
Direct Accession	2				2	2	100.0%	Family Practice 61H	7	2	1	2	2	5	71.4%																																																																
VC HPSP	6			6		5	83.3%	General Surgeon 61J	6		3	2	1	4	66.7%																																																																
TOTAL	8			6	2	7	87.5%	Ortho Surgeon 61M	5	1	1	1	2	5	100.0%																																																																
Specialist Corps								Diagnostic Rad 61R	1				1	1	100.0%																																																																
OT Student 65A								Pathologist 61U	1		1			1	100.0%																																																																
OT Direct 65A								Emergency Med 62A	4	2		1	1	5	125.0%																																																																
PT Student 65B	2		2			3	150.0%																																																																								
DI Student 65C	2		2			1	50.0%																																																																								
TOTAL	4		4			4	100.0%	TOTAL	39	6	8	12	13	34	87.2%																																																																
								Veterinary Corps																																																																							
								Field Vet 64A	5	1	1	3		4	80.0%																																																																
								TOTAL	5	1	1	3		4	80.0%																																																																
								Specialist Corps																																																																							
								OT 65A	1	1				1	100.0%																																																																
								PT 65B	2	1	1			1	50.0%																																																																
								Diet 65C	2		1	1		1	50.0%																																																																
								PA 65D																																																																							
								TOTAL	5	2	2	1		3	300.0%																																																																
								<table border="1"> <thead> <tr> <th>CATEGORY</th> <th>MSN</th> <th>1st Qtr</th> <th>2d Qtr</th> <th>3d Qtr</th> <th>4th Qtr</th> <th>ACH</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>RA TOTAL</td> <td>152</td> <td>34</td> <td>53</td> <td>47</td> <td>18</td> <td>97</td> <td>63.8%</td> </tr> <tr> <td>USAR TOTAL</td> <td>167</td> <td>53</td> <td>51</td> <td>45</td> <td>18</td> <td>139</td> <td>83.2%</td> </tr> <tr> <td>TOTAL MISSION</td> <td>319</td> <td>87</td> <td>104</td> <td>92</td> <td>36</td> <td>236</td> <td>74.0%</td> </tr> <tr> <td>MISSION BREAKOUT PERCENTAGE</td> <td></td> <td>27%</td> <td>33%</td> <td>29%</td> <td>11%</td> <td></td> <td></td> </tr> <tr> <td>TOTAL PERCENTAGE</td> <td></td> <td>74.0%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>RA PERCENTAGE</td> <td></td> <td>63.8%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>USAR PERCENTAGE</td> <td></td> <td>83.2%</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								CATEGORY	MSN	1st Qtr	2d Qtr	3d Qtr	4th Qtr	ACH	Percent	RA TOTAL	152	34	53	47	18	97	63.8%	USAR TOTAL	167	53	51	45	18	139	83.2%	TOTAL MISSION	319	87	104	92	36	236	74.0%	MISSION BREAKOUT PERCENTAGE		27%	33%	29%	11%			TOTAL PERCENTAGE		74.0%						RA PERCENTAGE		63.8%						USAR PERCENTAGE		83.2%					
CATEGORY	MSN	1st Qtr	2d Qtr	3d Qtr	4th Qtr	ACH	Percent																																																																								
RA TOTAL	152	34	53	47	18	97	63.8%																																																																								
USAR TOTAL	167	53	51	45	18	139	83.2%																																																																								
TOTAL MISSION	319	87	104	92	36	236	74.0%																																																																								
MISSION BREAKOUT PERCENTAGE		27%	33%	29%	11%																																																																										
TOTAL PERCENTAGE		74.0%																																																																													
RA PERCENTAGE		63.8%																																																																													
USAR PERCENTAGE		83.2%																																																																													
STATION NAME																																																																															
PRINT (RECRUITER NAME, RANK OR STATION):										DATE ISSUED:																																																																					
Jones, Mark J. LTC 7th MRB										20 Jun 04																																																																					
ABOVE IS YOUR FY RECRUITING MISSION																																																																															
RECRUITER SIGNATURE:										DATE:																																																																					
/signed/										20 Jun 04																																																																					
COMMANDER SIGNATURE (OIC or TC):										DATE:																																																																					
/signed/										20 Jun 04																																																																					

USAREC Form 711-7-A, Rev 1 May 2005

PREVIOUS EDITIONS ARE OBSOLETE

Figure E-5. Sample of a completed USAREC Form 711-7-A

CHAPLAIN RECRUITING UNIT ASSETS

(For use of this form see USAREC Reg 601-107)

UNIT: 5th Rctg Bde

FY: 05 THRU: Jun

1. RESOURCES:

Officers
(Authorized/Assigned) Enlisted
(Authorized/Assigned)

Number of RA Recruiters: 1 / 1 1 / 1

Number of USAR Recruiters: 1 / 1 1 / 1

Number of GOVs: 2 / 2 2 / 2

Professional Development: Chap (MAJ) Smith—CREST Training, 6-10 Jun, Fort Riley; SSG Graham—ANCOC, Jun-Aug; Chap (CPT) Evans—Denominational Training, 23-27 May.

2. MARKET:

States: 10

Square Miles: 1M

ROTC: 5

Seminaries: 40

Christian Colleges: 65

3. RECRUITING ACTIVITIES (FYTD):

(Scheduled/Conducted)

TAIR Events: 3 / 2

COI Events: 8 / 6

Conventions: 5 / 2

ADSW: 1 / 1

(Scheduled/Conducted)

Seminary: 21 / 15

Christian College: 5 / 3

ROTC: 1 / 1

4. MISSION-RELATED DATA:

1st Qtr
Chaplains/Chaplain Candidates

2d Qtr
Chaplains/Chaplain Candidates

3d Qtr
Chaplains/Chaplain Candidates

4th Qtr
Chaplains/Chaplain Candidates

Total Packets: 10 / 3 9 / 2 11 / 4 _____ / _____

Declined: _____ / _____ _____ / _____ 1 / 1 _____ / _____

Accessed: 10 / 3 9 / 2 13 / 3 _____ / _____

5. ITEMS OF INTEREST:

Attending Southern Baptist Convention in August.

SWBTS Alumni Conference - Sep 05.

USAREC Form 1260-A, 1 May 2005

Figure E-6. Sample of a completed USAREC Form 1260-A

CHAPLAIN MISSION PERFORMANCE SUMMARY
(For use of this form see USAREC Reg 601-107)

FY: 05 THRU: Jun

1. MISSION

	Chaplains	Chaplain Candidates
1st Qtr	<u>5</u> / <u>5</u>	<u>8</u> / <u>8</u>
2d Qtr	<u>5</u> / <u>5</u>	<u>6</u> / <u>6</u>
3d Qtr	<u>7</u> / <u>7</u>	<u>8</u> / <u>8</u>
4th Qtr	<u>6</u> / <u> </u>	<u>5</u> / <u> </u>
FYTD	<u>23</u> / <u>17</u>	<u>27</u> / <u>22</u>
Sacramental	<u>10</u> / <u>5</u>	<u>10</u> / <u>7</u>
Nonsacramental	<u>13</u> / <u>12</u>	<u>17</u> / <u>15</u>
Females (Goal)	<u>1</u> / <u>1</u>	<u>1</u> / <u>1</u>

2. BOARD RESULTS

October	<u>3</u>	<u>4</u>
November	<u>2</u>	<u>4</u>
December	<u>NA</u>	<u>NA</u>
January	<u>NA</u>	<u>NA</u>
February	<u>2</u>	<u>4</u>
March	<u>3</u>	<u>2</u>
April	<u>2</u>	<u>3</u>
May	<u>NA</u>	<u>NA</u>
June	<u>5</u>	<u>5</u>
July	<u>NA</u>	<u>NA</u>
August	<u> </u>	<u> </u>
September	<u> </u>	<u> </u>

USAREC Form 711-9-A, 1 May 2005

Figure E-7. Sample of a completed USAREC Form 711-9-A

Appendix F

Conversion Data Chart

F-1. General

RS ARISS conversion data determines work requirements (phase lines) needed to achieve success in converting applicants through the processing cycle to enlistment. RS conversion data shows how much work effort was required in the past to net an enlistment, and based on this information how much work it should take to repeat the cycle. RS conversion data is the foundation on which the MAP is built. This information is used to complete the ARISS MAP.

F-2. Policy

ARISS conversion data is computed and maintained for RA and USAR at the TOS. Information supplied by the recruiter determines the accuracy and timely replication of data. RS commander's approval is no longer required to change the status of a record from lead to prospect, applicant, etc. All status changes occur automatically and appropriate reports populated based on the processing cycle once replication has occurred. If bad appointments are entered in the system, the conversion ratio will reflect them. See USAREC Pam 601-32, chapter 32 and appendix A thereto.

- a. Recruiters will record their work activity and FSTP information daily.
- b. From test pass through contract, only Alpha contracts will count for conversion data (except for the PS category on the USAR charts, where all data is used regardless of test category). This will raise conversion data for appointment made through test high enough to cover for the assigned "other" mission.
- c. All calculations are automatic and based on input by recruiters on their RWS. To ensure accuracy, RS commanders must require recruiters to update data and replicate regularly.
- d. The RS commander must understand and believe in the conversion data and how it is affected by recruiter efforts. Prior to the start of the new RCM, the RS commander will review each recruiter's conversion data and explain their impact on mission success.

F-3. Conversion data chart

Conversion data is an automated process completed at the TOS. RS conversion data is a roll-up of all recruiter data and is only as accurate as the information provided. During daily operations, recruiters must follow proper business rules to receive credit for their efforts. Business rules are a step-by-step process that must occur in sequence. If shortcuts are taken, credit for actions the recruiter has completed may not be counted (see USAREC Pam 601-32). It is imperative the RS commander monitor recruiter compliance with regulatory guidance to update ARISS records and the replication process. RS commanders will maintain monthly conversion data in the conversion data folder of the electronic filing cabinet to verify review.

F-4. Disposition and filing instructions

Conversion data will be retained in the electronic filing cabinet through the RCM. Historical conversion data can be found in the ARISS TOS.

Appendix G

Lead Source Analysis

G-1. General

The ARISS LSA Report was developed to track and summarize the processing of all lead sources. It provides the recruiter and RS commander a method to evaluate all lead sources (either system delivered or recruiter generated) and better direct recruiting efforts. Individual recruiters have access to their own LSA at the TOS. All ARISS LSA Reports are populated automatically based on the processing cycle.

NOTE: RS commanders cannot alter this report.

G-2. Procedures

Review and analysis of lead source data can identify training needs. RS commanders must provide training and leadership to minimize work effort and maximize market penetration. RS commanders will maintain a monthly copy of the RS ARISS LSA Report in the electronic filing cabinet.

G-3. Analysis

a. The number of appointments conducted, to number of enlistments obtained, indicates prospecting efficiency.

b. The absence or low volume of appointments to contracts in a given market indicates a market of opportunity to be exploited by increased prospecting efforts.

c. A low volume of enlistments with a high volume of appointments indicates recruiter weakness in the Army interview and must be resolved through training provided by the RS commander, recruiter training NCO, and/or CLT.

d. Regardless of the conversion ratio (i.e., 13:1, 4:1), RS commanders are responsible to retain appointments conducted but not contracted and give guidance for followup. RS commanders must review ARISS LSA data with recruiters and teach them to analyze each lead source.

G-4. Disposition and filing instructions

Retain all remaining paper-based USAREC Forms 762 (Lead Source Analysis Sheet) in the RS files in 601-210i (Recruiting Management Files) for 2 years. All ARISS LSA data will be retained in the electronic filing cabinet by RCM through the FY. Thereafter, all historical LSA data can be obtained by accessing the ARISS TOS.

Appendix H

School Recruiting Program

H-1. General

A School Recruiting Program (SRP) is a commander's plan to seek enlistments from among students in the colleges and schools within their area of responsibility. An SRP helps recruiters penetrate the school market. A well-designed SRP creates positive awareness of the Army and interest in Army programs among students and the people who influence them. Therefore the SRP must address not just students, but educators, parents, and other COIs. Rctg Bn and Rctg Co commanders prepare an SRP during the fourth quarter of the SY.

H-2. Purpose

The purpose of the SRP is to develop strategies, set goals, establish school priorities, and provide guidance to recruiters and RS commanders to effectively penetrate the school market. The SRP combines regulatory requirements and successful techniques and ideas to assist the field force. Recruiters must focus their prospecting efforts on the grad male market. However, the SRP is the foundation of mission success. If commanders do not execute a solid and persistent recruiting effort in HSs year after year, they cannot expect to find success in the grad market.

H-3. School plan

The success of the SRP is dependent upon a sound Rctg Bn school plan. It is imperative that school plans be developed and implemented at all levels. School plans must be tailored to meet specific goals, objectives, and unique geographic and market requirements. Included in the plan will be a matrix of activities that identify the tasks necessary to effectively manage and penetrate both the college and HS market. It is important that commanders at all levels use the matrix as a guide in evaluating the effectiveness of their SRP. Additionally, commanders must continually assess their school plan and recruiter activities to determine their impact on mission accomplishment. A school plan review will identify markets of opportunity and markets that need special attention. Commanders will ensure school plans are developed and implemented and are responsible for their followup, analysis, and assessment.

H-4. School plan topics and programs

The SRP should address the following topics and programs:

- a. School priorities.
- b. ASVAB testing goals.
- c. FSTP goals for RA and USAR.
- d. Goals and strategies for obtaining directory information (school lists).
- e. Calendar of college and school activities (see USAREC Pam 350-13, chap 5).
- f. Goals and strategies for the Concurrent Admissions Program.
- g. Educator and COI tours.

H-5. Rctg Co school plans

a. Rctg Co commanders will use the Rctg Bn school plan as a guide when developing their own school plans. Rctg Co school plans should be tailored to meet specific goals and objectives and may include additional tasks that address market-peculiar requirements. Rctg Co commanders will send their school plans to their RS commanders and to the Rctg Bn ESS by 31 July of the current SY.

b. Rctg Co commanders should continually reassess their school plans and recruiter activities to determine what impact they have on mission accomplishment. A quarterly school plan review with the 1SG and RS commanders can determine school markets that require special attention.

H-6. Disposition and filing instructions

A copy of the completed Rctg Bn school plan, school plan matrix, and Rctg Co school plans will be filed in 601-210i (School Plans and Matrix) and retained for 2 years. The Rctg Bn ESS will maintain this file.

Appendix I

Chaplain Lead Refinement Codes

CRs will use the codes in table I-1 as they refine their lists of prospects.

NOTE: A contact is defined as a personal conversation with the prospect. Secondhand information regarding death or handicap also constitutes a contact.

Table I-1
Chaplain lead refinement codes

Attempt Codes	
SV	Graduate school visit
FC	Faith group conference
TC	Telephone call
HC	House call
MO	Mail out (not to be construed as a contact)
NA	No answer or not available
NH	Not home
Unsuccessful attempts can be sent a mail out or will be annotated with either HC (house call), TC (telephone call), or SV (school visit) followed by these LRL attempt codes:	
NA	No answer or not available
NH	Not home
LM	Left message
Lead Refinement Disposition Codes	
200	Lead becomes a prospect (agreed to a physical). The code 200 is a permanent entry once entered. No other annotation is necessary unless USAREC Form 200-7 is terminated or applicant is DA selected. Leave code 200 and further annotate the lead with an appropriate code from below: NOTE: Codes are annotated in the code box until a 200 entry is made. Once the 200 entry is made, these codes are placed under the code box with the 200 entry.
F	Lead unwilling to commit. Near-term followup required. At a minimum, indicate reason(s) for next followup. Indicate plan for followup by placing the "FU month" in the margin (in pencil) right of the "Results Code" box. CR should also enter an appropriate reminder in his or her planning guide.
U	Lead found to be unqualified. Indicate reason.
M	Lead moved out of zone. Forward to CRT nearest new address (indicate how verified).
X	Unable to contact. (Implies reasonable efforts have been made.)
NI	Proved to be totally without interest in the chaplain program. Indicate reasons.
CH or CC	DA selected for either the chaplain program or the chaplain candidate program.

Appendix J

Chaplain School Recruiting Program

J-1. General

CRs are responsible for graduate theological schools within their Rctg Bde boundaries. Each school has limited availability for the CR to make presentations, contact prospects, set up booths, etc., so it is vital that the CR have maximum impact when implementing the school program. The keys to an effective school program are:

- a. Visits. Schedule visits 3 to 6 months in advance by contacting the appropriate school officials, usually the dean of students, admissions officer, event coordinator, etc. Don't limit visits to just booths; seek opportunities to speak in chapel, participate in special events, address classes, or any other occasion that may be appropriate.
- b. School directories. Attempt to acquire a student list. To maximize the impact of a visit it is recommended that the CR attempt to reach students by e-mail prior to the visit to schedule interviews.
- c. COIs. Develop a good working relationship with the COIs in each of the schools.
- d. Chaplain mentors. Use mentors to extend CR coverage and influence (see app K).

J-2. USAREC Form 1161

The purpose of this form is to provide CRs and their supervisors a historical reference of past and present performance. This form provides a systematic method for compiling and recording essential data on each school.

a. Requirements. Thoroughly fill out a USAREC Form 1161 (see fig J-1) on every "A" and "B" priority graduate-level theological school within the Rctg Bde boundaries. Get as much information as possible on priority "C" institutions. Use black ink or typewritten entries except where noted. An explanation of the required information follows:

- (1) School, Telephone, Address, and Contact. Enter specific information on the institution. Enter the name of the person who assists in the arrangements for your school program.
- (2) School Profile for SY. Enter the dates of the SY for which the form is being prepared.
- (3) Calendar System. Check whether the school is on a quarter or semester system.
- (4) School Priority. Place priority "A," "B," or "C" as applicable.
- (5) Dates. Enter the first day of classes and the last day of classes for each semester or quarter, as applicable. The WTR (winter) block will only be used for schools on the quarter system.
- (6) Predominant Faith Group/Denomination. Check appropriate category and fill in blanks as appropriate. Also annotate if they are sacramental, nonsacramental, or special category.
- (7) Full-Time Enrollment by Degree Program/Gender. Enter the number of students for each of the degree programs by gender in the appropriate blocks. The degree programs are:

- (a) M.Div. = Master of Divinity.
- (b) S.T.M. = Master of Sacred Theology.
- (c) Th.M. = Master of Theology.
- (d) Other Mstr = Any other Masters Degree programs.

- (e) D.Min. = Doctor of Ministry.
- (f) Th.D. = Doctor of Theology.
- (g) S.T.D. = Doctor of Sacred Theology.
- (h) Ph.D = Doctor of Philosophy.
- (i) Other Dr. = Any other doctoral programs.
- (8) Recruiting Accomplishments. Enter the number of candidates recruited in the current SY (in pencil) and the last 3 SYs in the accomplished column. Identify the CR's goal for those years and the current SY and enter the number in the "Goal" column. The goal should be a reflection of past accomplishments and the CR's knowledge of the propensity for Army service by students of the institution. It is a way for CRs to plan their activities and drive their efforts toward mission accomplishment.

(9) Current Candidates. List chaplain candidates attending an institution. They are a good source for referrals and opening doors in the school.

(10) Centers of Influence. List the names of influential people at the school.

(11) School Visits Planned. Enter the date(s) the visit(s) is planned in pencil and change to ink when confirmed with the school.

(12) Special Dates, Celebrations, or Occasions. Enter the date and event or occasion of any unique or special programs that may represent an opportunity to reach more people. For instance, convocations, reformation lectures, alumni days, etc.

(13) School Visit Restrictions. Annotate any restrictions the institution may place on the CR's access to the campus and/or students.

(14) Location(s) of RPI Display(s). Enter the specific location of any advertising the CR has placed in the school. The CR should be sure to check the display(s) whenever possible and update whenever necessary. A local chaplain candidate or a seminary employee could maintain the display also.

(15) School Directory List Information. Enter any information pertinent to the obtaining of a student directory. Specifically address availability of the list, who provided the list, and when a new list may be available.

(16) Result of Visit(s). Record the date and activities surrounding each visit to the school. Make special note of the number of qualified contacts and appointments made, application worksheets distributed, and any other mission activity. This is one of the most important entries, as it gives CRs and their supervisors historical data on the mission success of a particular institution.

b. Filing and disposition. Initiate USAREC Form 1161 on 1 July of each year or the next available workday.

(1) The CR will hold the current year's data sheets within the CR's Production Management Binder. It is the CR's responsibility to keep the information current in accordance with this ap-

pendix.

(2) The CR will maintain the past 4 years' data sheets in their inactive files. Data sheets older than current SY plus 4 years may be destroyed.

CHAPLAIN GRADUATE SCHOOL DATA SHEET (For use of this form see USAREC Reg 601-107)																																							
SCHOOL: <u>General United Theological Seminary</u>					TELEPHONE: <u>(111) 555-2222</u>																																		
ADDRESS: <u>12345 E. College Ln., Anytown, KY 40600</u>					CONTACT: <u>Rev. Matthew Brady</u>																																		
SCHOOL PROFILE FOR SY: <u>04/05</u> Calendar System (check): <input type="checkbox"/> QTR <input checked="" type="checkbox"/> SEM SCHOOL PRIORITY: <u>B</u>																																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%; text-align: center;">START</td> <td style="width: 15%; text-align: center;">END</td> <td style="width: 15%; text-align: center;">START</td> <td style="width: 15%; text-align: center;">END</td> <td style="width: 15%; text-align: center;">START</td> <td style="width: 15%; text-align: center;">END</td> </tr> <tr> <td>DATES: FALL:</td> <td style="border: 1px solid black; text-align: center;">4 Sep</td> <td style="border: 1px solid black; text-align: center;">19 Dec</td> <td colspan="2" style="border: 1px solid black; text-align: center;">WTR (if appl):</td> <td style="border: 1px solid black; text-align: center;">5 Jan</td> <td style="border: 1px solid black; text-align: center;">22 May</td> </tr> </table>											START	END	START	END	START	END	DATES: FALL:	4 Sep	19 Dec	WTR (if appl):		5 Jan	22 May																
	START	END	START	END	START	END																																	
DATES: FALL:	4 Sep	19 Dec	WTR (if appl):		5 Jan	22 May																																	
PREDOMINANT FAITH GROUP/DENOMINATION (Check category and fill in blank as appropriate): <input type="checkbox"/> ROM CATH <input type="checkbox"/> JEWISH <input type="checkbox"/> MUSLIM <input type="checkbox"/> ORTHO <input type="checkbox"/> PROT(SAC) <input checked="" type="checkbox"/> PROT(NSAC) <u>Interdenominational</u>																																							
FULL-TIME ENROLLMENT BY DEGREE PROGRAM/GENDER:																																							
	M.Div	S.T.M./Th.M	Other Mstr	D.Min.	Th.D./S.T.D.	Ph.D	Other Dr.	TOTAL																															
Male	237	0	162	27	0	0	0	426																															
Female	42	0	143	2	0	0	0	187																															
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">RECRUITING ACCOMPLISHMENTS:</th> <th style="width: 10%;">GOAL</th> <th style="width: 10%;">ACCOMPLISHED</th> <th style="width: 15%;">CURRENT CANDIDATES (if additional space required, use back):</th> <th style="width: 10%;">NAME</th> <th style="width: 10%;">PHONE</th> </tr> <tr> <td>CURR SY</td> <td style="border: 1px solid black; text-align: center;">3</td> <td style="border: 1px solid black; text-align: center;">1</td> <td></td> <td style="border: 1px solid black;">Sanchez, David</td> <td style="border: 1px solid black;">(111) 555-1928</td> </tr> <tr> <td>LAST SY</td> <td style="border: 1px solid black; text-align: center;">1</td> <td style="border: 1px solid black; text-align: center;">2</td> <td></td> <td style="border: 1px solid black;">Vanderkwist, Molly</td> <td style="border: 1px solid black;">(111) 555-2819</td> </tr> <tr> <td>2D PREV SY</td> <td style="border: 1px solid black; text-align: center;">0</td> <td style="border: 1px solid black; text-align: center;">1</td> <td></td> <td style="border: 1px solid black;">Smythe, George</td> <td style="border: 1px solid black;">(111) 555-8291</td> </tr> <tr> <td>3D PREV SY</td> <td style="border: 1px solid black; text-align: center;">1</td> <td style="border: 1px solid black; text-align: center;">0</td> <td></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> </tr> </table>										RECRUITING ACCOMPLISHMENTS:	GOAL	ACCOMPLISHED	CURRENT CANDIDATES (if additional space required, use back):	NAME	PHONE	CURR SY	3	1		Sanchez, David	(111) 555-1928	LAST SY	1	2		Vanderkwist, Molly	(111) 555-2819	2D PREV SY	0	1		Smythe, George	(111) 555-8291	3D PREV SY	1	0			
RECRUITING ACCOMPLISHMENTS:	GOAL	ACCOMPLISHED	CURRENT CANDIDATES (if additional space required, use back):	NAME	PHONE																																		
CURR SY	3	1		Sanchez, David	(111) 555-1928																																		
LAST SY	1	2		Vanderkwist, Molly	(111) 555-2819																																		
2D PREV SY	0	1		Smythe, George	(111) 555-8291																																		
3D PREV SY	1	0																																					
CENTERS OF INFLUENCE:																																							
PRESIDENT: <u>Dr. Louis Green</u>					SECRETARY: <u>Ms. Thelma Barnes</u>																																		
DEAN OF STUDENTS: <u>Dr. Robert Pean</u>					REGISTRAR: <u>Mr. David Mann</u>																																		
DEAN OF ADMISSIONS: <u>Rev. Micah Webster</u>					STUDENT BODY PRES: <u>Zachariah Jackson</u>																																		
USAR MEMBERS: <u>David Mann, Rev. Jill Marie (History Prof), Luke Robertson (Custodian)</u>																																							
CHAPLAIN MENTORS: _____																																							
SCHOOL VISITS PLANNED: <u>18-20 Sep 04; 26-27 Feb 05</u>																																							
SPECIAL DATES, CELEBRATIONS, OR OCCASIONS: <u>Convocation - 4 Sep 04; National Prayer Breakfast - 26 Feb 05</u>																																							
SCHOOL VISIT RESTRICTIONS: <u>None</u>																																							
LOCATION(S) OF RPI DISPLAY(S): <u>Student Lounge, Library</u>																																							
SCHOOL DIRECTORY LIST INFORMATION (Availability, Who, When): <u>Available 1 Oct 04 - see Matthew Brady</u>																																							
RESULT OF VISIT(S) (Highlight qualified contacts made, appointments made, application worksheets given, physicals scheduled. etc.): <u>18-20 Sep 04 - 15 good contacts with 5 appts made, 3 worksheets, 1 physical scheduled, will followup with others. Good reception-asked to return.</u>																																							

Figure J-1. Sample of a completed USAREC Form 1161

Appendix K

Chaplain Mentor Program

K-1. Chaplain mentor

A chaplain mentor is an active duty (AD) or USAR chaplain or senior chaplain assistant who volunteers to offer counsel and guidance to CH/CC applicants in his or her area. Since CRs operate in a multistate area, their time to mentor CH/CC applicants is very limited. The Chaplain Mentor Program fills that void and contributes to the CR's successful recruiting efforts.

a. Duties. The duties of a mentor can include, but are not limited to: Providing referrals, helping set up CR visits and presentations, participating in the recruiting effort at conferences and school setups, establishing and building rapport with prospects, taking an applicant to MEPS, helping an applicant with gathering information for the application process, being available to answer questions about serving as an Army chaplain, and encouraging applicants when they begin to lose patience in the process.

b. Responsibilities. All activities must be coordinated with the CR prior to any commitments or execution of the action. This ensures the CR is aware of all chaplain recruiting activities within their recruiting zone. The chaplain mentor must be neat, clean, and in the appropriate uniform whenever performing military duties.

K-2. CR responsibilities

All CRs are responsible for implementing the Chaplain Mentor Program within their Rctg Bde.

a. USAREC Form 1162 (fig K-1). This will assist the CR in managing the chaplain mentors in their areas. It is designed for quick reference by geographic area and the blocks on the form are self-explanatory in their use.

(1) Identifying mentors. An effective Chaplain Mentor Program begins by identifying the chaplains and senior chaplain assistants in the Rctg Bde area who are willing and able to provide assistance with the recruiting effort. The CR should request a directory of chaplains and chaplain assistants within their Rctg Bde area from the United States Army Reserve Command Staff Chaplain (for USAR) and the Office of the Chief of Chaplains (for AD) by 31 July each year. The CR should make contact with each of these chaplains requesting their assistance in the recruiting effort. The CR may use the sample Memorandum of Understanding (MOU) (fig K-2) in contacting potential mentors.

(2) Updating USAREC Form 1162. USAREC Form 1162 will be updated whenever a new mentor is identified and the CR receives back the MOU. The CR should review the new directories obtained in accordance with above and reconcile them with their current roster. During the month of August, the CR should attempt to make contact with those chaplains and chaplain assistants who are new to their Rctg Bde area. If a CR knows one of their mentors is moving out of their Rctg Bde to another, that CR should notify the gaining Rctg Bde CR

to continue using the mentor.

(3) Filing and disposition. The CR will initiate a new USAREC Form 1162 a maximum of every 3 years. The CR will maintain USAREC Form 1162 for the past 3 years within the CR's Production Management Binder. It is the CR's responsibility to keep the information current in accordance with this appendix. The CR will destroy the old forms when no longer needed. The MOU should be kept in the office files as long as the individual is operating as a mentor.

b. Chaplain mentor compensation. The CR is responsible for providing compensation to the mentor as appropriate.

(1) ADSW. If funds are available, the use of ADSW for the chaplain mentor is authorized. The CR should check with the HQ USAREC, Chaplain Recruiting Branch, NCOIC, for further information about ADSW.

(2) Retirement point credit. The chaplain mentor is authorized retirement point credit for most activities in support of the recruiting effort. The CR is responsible for filling out the DA Form 1380 (Record of Individual Performance of Reserve Duty Training) (see AR 140-185, fig 3-1 for instructions and table 2-1, rules 9, 15, 17, or 25 for authorization) for the chaplain mentor who performs the duty.

MEMORANDUM FOR *(Name of Potential Chaplain Mentor)*

SUBJECT: Memorandum of Understanding for Chaplain Mentor Program

1. As a chaplain in the United States Army Recruiting Command, 1st Recruiting Brigade area, I am asking you to assist us in our recruiting efforts by serving as a chaplain mentor. A chaplain mentor is a chaplain who offers counsel and guidance to chaplain and chaplain candidate applicants in their area. Because of the geographic boundaries for which I am responsible, your service is needed for the Army to be successful in maintaining a strong and viable chaplaincy.
2. The duties of a mentor can include, but are not limited to: Providing referrals, helping set up recruiter visits and presentations, participating in the recruiting effort at conferences and school setups, establishing and building rapport with prospects, taking an applicant to MEPS, helping an applicant with gathering information for the application process, being available to answer questions about serving as an Army chaplain, and encouraging applicants when they begin to lose patience in the process.
3. The rewards of serving as a chaplain mentor include both intangible and tangible benefits. The intangibles will become very clear if you choose to join the Chaplain Mentor Program. The tangible benefits are retirement points and active duty for special work, subject to funding. Contact me and I will provide you more information about these benefits.
4. The responsibilities of a chaplain mentor include coordinating all your activities with me prior to making any commitments or executing any actions. This is to ensure that I am aware of all chaplain recruiting activity within my recruiting zone. Also, the chaplain mentor must be neat, clean, and in the appropriate uniform whenever performing military duties. This is, and will always remain, a totally volunteer activity and you may decline participation at any time and for any reason.
5. After you prayerfully consider this extension of your ministry and you determine that you would like to serve as a chaplain mentor, I would ask that you sign the bottom of this memorandum, make a copy for your records and return the original to me. This will serve as the Memorandum of Understanding between you and the 1st Recruiting Brigade. Upon receipt of this signed memorandum, I will contact you and provide further information and training for any activities for which I may need your assistance.
6. For further information do not hesitate to contact me at (XXX) XXX-XXXX, ext. XXXX or the Chaplain Recruiting Branch at Headquarters, United States Army Recruiting Command, at 1-800-223-3735, ext. 60435.

YOUR NAME
CH (RANK), USA
Chaplain Recruiter

Statement of Understanding:

I agree to serve as a chaplain mentor for the United States Army Recruiting Command. I agree to abide by the duties and responsibilities of a chaplain mentor as stated in the above memorandum. Additionally, I agree to submit any reports related to my chaplain mentor activities as requested by the chaplain recruiter. I understand that the workload of a chaplain mentor is contingent upon the needs of chaplain recruiting and my availability. I further understand that I am a volunteer and this Statement of Understanding can be withdrawn at any time by either party.

SIGNATURE

DATE

Figure K-2. Sample MOU for Chaplain Mentor Program

Appendix L

Chaplain Planning Guide

The planning guide is organized into three sections.

a. Yearly section. This section is used to display major events or activities planned in advance. Entries are reminders for the monthly and daily sections of the planning guide. Examples of yearly entries are national faith group conferences and chaplain selection boards.

b. Monthly section. This section is used to record monthly and mid-range plans. Entries in this section are also annotated in the daily section as planning details, dates, and times become firm. Examples of monthly entries are: Training, local and Chaplain Recruiting Branch events, graduate school visits, local faith group conferences, TAIR events, and recruiter leave.

c. Daily section. This section lists all planned activities and results of specific events or actions. This section is referred to as the short-range plan. The CR's daily plan must allow sufficient time to accomplish lead generation, prospecting, and processing activities for consistent mission accomplishment.

NOTE: This appendix authorizes the use of personal planners. The personal planner must have a yearly, monthly, and daily section. Additionally, filing instructions for the command selected planning guide will apply.

Appendix M

Chaplaincy Prospect Data Record

M-1. General

Initiate USAREC Form 200-7 (fig M-1) after the prospect agrees to a MEPS physical. Complete the PDR with information obtained from blue-printing and during the initial contact. The CR should also record the interview time, distance, and problems unique to his or her recruiting market. After the interview, the CR must review the PDR to ensure all necessary information has been provided. This information will be used to complete entries on the USAREC Form 533-C and application. Complete and thorough information will uncover problems that otherwise would have affected the timely processing of the applicant.

M-2. Instructions for completing USAREC Form 200-7

a. Section I, Personal Information. (At the top right of the form, place an X next to the appropriate program for which the prospect is qualified.)

(1) Name. Enter the prospect's legal name as verified by social security card. Show last name, first name, and middle name. Include Jr., Sr., I, II, etc.

(2) SSN. Enter the social security number (SSN).

(3) Telephone Numbers. Enter the prospect's home and work telephone numbers, to include area code.

(4) Home Address. Enter the address where the prospect is living (number, street, city, county, state (may be abbreviated), and ZIP Code.

(5) Ht. Enter height in inches. Enter in pencil until verified.

(6) Wt/BF%. In pencil, enter applicant's unverified weight to the nearest pound. If applicant's weight exceeds maximum allowable standard, calculate his or her body fat percentage in accordance with AR 600-9.

(7) DOB. Enter date of birth (YYMMDD).

(8) Gender. Enter "M" for male or "F" for female.

(9) E-mail. Enter the prospect's e-mail address.

(10) Faith Group. Enter the official name of the faith group endorsing or approving the prospect.

(11) Ordained. Enter yes or no.

(12) Citizen. Enter country of citizenship.

(13) PS. Enter yes or no, as appropriate.

(14) Service. Enter branch of service.

(15) Years. Enter number of "good" reserve years.

(16) Rank. Enter current or highest rank achieved.

(17) RE Code. Enter code as verified by DD Form 214 (Certificate of Release or Discharge From Active Duty).

(18) Clearance. Enter type of security clearance currently held and date granted.

(19) Undergrad Institution. Enter the name of the school where the prospect received his

or her baccalaureate degree.

(20) Graduate Institution. Enter school name the prospect is attending or where the prospect received qualifying degree.

(21) Yr Grad. Enter year the prospect received graduate-level degree or anticipated year of graduation.

(22) Degree. Enter the graduate degree received or currently pursuing.

(23) Credits. Enter graduate level semester credits earned at the time of last contact. (To convert quarter hours to semester hours, multiply by two-thirds.)

b. Section II, Unit Information.

(1) Initial Interview. Enter date (YYMMDD). Initial interview is considered initial contact.

(2) Physical. Enter date of physical appointment (YYMMDD).

(3) Transcript Request. Enter date transcripts were requested (YYMMDD).

(4) Endorsing Agent. Enter endorsing agent's name and telephone.

(5) CH Interviewer/Date. Enter name of interviewer for the chaplain prospect and date of the interview (YYMMDD). Make pencil entry until interview has occurred.

(6) Source. Annotate specific lead source. Use the appropriate code listed below:

(a) SEM. Prospect was generated during a school visit.

(b) CONF. Prospect was generated during a faith group conference.

(c) CHRCTR. Prospect was generated by the CR during a planned prospecting effort (church visit, chance encounter with someone in a restaurant or on the street).

(d) RCTR. Referral from a recruiter (other than another CR).

(e) LEADS. Referral from the Lead Evaluation and Distribution System.

(f) MAIL. Interest generated by a mail out.

(g) ADCH. Referral from an AD chaplain.

(h) RCCH. Referral from a Reserve Component chaplain.

(i) CAND. Referral from a current chaplain candidate.

(j) AD. Interest generated by advertising.

(k) EA. Referral from an endorsing agent.

(l) COI. Referral from a COI (e.g., seminary professor, military officer, retired chaplain, mayor).

(m) PS. Interest self-generated (PS prospect).

(n) WWW. Interest generated by the chaplain homepage.

(o) OTH. Any other lead source that does not fit into one of the above.

(7) Medical, Legal, or Other Concerns. Enter problems or potential problems that surface during prequalification or interview. Use DD Form 2807-2 (Medical Prescreen of Medical History Report) to identify any potential problems.

(8) Waivers. Place an "X" on the line representing the appropriate waiver.

(9) Waiver Status. Place an "X" on the line representing the waiver status.

(10) Packet to USAREC. Enter date (YYMM-

DD) complete packet was forwarded to HQ USAREC for quality control check.

(11) Packet to DACH. Enter date (YYMM-DD) board-ready packet was forwarded by HQ USAREC to DACH.

(12) MSN Credit Date. Enter date (YYMM-DD) packet was accepted by DACH.

c. Section III, Mission Credit Information.

(1) Bde. Enter Rctg Bde of credit.

(2) RSID. Enter chaplain RSID code.

(3) Chaplain Recruiter of Credit. Enter the name, rank, and SSN of the CR of credit.

(4) Referring Enlisted Recruiter.

(a) Name. Enter the name of the USAREC recruiter who referred the prospect. This information is collected for award point purposes.

(b) SSN. Enter the referring recruiter's SSN.

(c) Phone. Enter the referring recruiter's telephone number, to include area code.

(d) RSID. Enter the referring recruiter's RSID.

d. Section IV, Remarks and Followups.

(1) Remarks.

(a) Enter results of conversation after appointment is made and any other pertinent information.

(b) Results of initial interview. A brief synopsis of what was discussed during the initial interview, to include the individual's needs and interests and what was discussed.

(2) Followup activities. Any information regarding face-to-face, telephone interviews, attempts to contact, names and SSNs of referrals updated upon selection, etc. (CR may attach a sheet of plain paper for additional information.)

CHAPLAINCY PROSPECT DATA RECORD (For use of this form see USAREC Reg 601-107)								Chaplain <u> X </u> Staff Specialist _____	
PRIVACY ACT STATEMENT									
Authority: Collection of the information requested by the recruiter and recorded on this form is authorized by sections 503, 505, and 510 of title 10 of the U.S. Code. Principle Purpose: To provide such data as is required by the recruiter to contact and process individuals for the USAR Chaplain/Chaplain Candidate Officer Program. Routine Uses: <ul style="list-style-type: none"> a. Used by the recruiter to contact and process interested individuals. b. Used by the recruiter in such routine contacts as may be necessary to verify information provided by the individual. c. Used by the recruiter to transcribe data onto required forms. d. Used by recruiting personnel in the formulation of market data to determine current recruiting trends. Effect of Not Providing Information: Disclosure by the individual of the information requested is entirely voluntary; failure to provide this information, however, will result in discontinuance of prospect's processing.									
SECTION I		NAME (Last, First, Middle)			SSN		HOME PHONE # (101) 555-1212 WORK PHONE # (101) 555-1313		
		JOHNSON, ZACHARY ADAM			000-00-0000				
HOME ADDRESS (Number, Street, City, County, State, ZIP Code)							HT	WT/BF%	DOB
123 Old Ironsides Ave., Anytown, CA 95678							71"	201/22%	690106
E-MAIL									
fatherzach@mye-mail.com									
FAITH GROUP		ORDAINED	CITIZEN	PS	SERVICE	YEARS	RANK	RE CODE	CLEARANCE
ROMAN CATHOLIC		Yes	US	Yes	US Army	7	SSG	1A	S/980317
UNDERGRAD INSTITUTION			GRADUATE INSTITUTION				YR GRAD	DEGREE	CREDITS
Indiana University, Bloomington, IN			St. Meinrad School of Theology, IN				95	M.Div.	90
SECTION II		INITIAL INTERVIEW	PHYSICAL	TRANSCRIPT REQUEST	ENDORISING AGENT			CH INTERVIEWER/DATE	
		050816	050826	050827					
SOURCE	MEDICAL, LEGAL, OR OTHER CONCERNS				AMS (333) 888-0000			CH Peterson 050831	
WWW	Back Surgery '90 - No problem since								
WAIVERS:		WAIVER STATUS:			PACKET TO USAREC	SECTION III		BDE: 7th RSID: 7X1A	
_____ MORAL _____ MEDICAL _____ RE CODE _____ AGE _____ DA POLICY		_____ APPROVED _____ DISAPPROVED DATE 050826			050908	CHAPLAIN RECRUITER OF CREDIT CH (MAJ) Russell REFERRING ENLISTED RECRUITER NAME: SSG Snuffy Smith SSN: 000-00-0000 PHONE: (111) 222-3333 RSID: 0101			
					PACKET TO DACH				
					050910				
					MSN CREDIT DATE				
					050930				
SECTION IV									
DATE	REMARKS AND FOLLOWUPS:								
050715	Met with Father Johnson at rectory. Has talked with his bishop about USAR service, wants to take physical.								
050717	Has documents for physical exam - has been to see recruiter - will physical on 050826.								
050826	Called in and said he was recommended for a waiver. Will request transcripts tomorrow.								
050827	1305 NA - LM on machine; 1710 - NA (sent Application Worksheet).								
050830	Called in with question on worksheet. Said he should be finished by Wednesday, 5 Sep 05.								
050906	Received completed worksheet. Inputted data to ARISS and printed forms for applicant's signature. Sent forms to applicant for signature.								
050908	Received forms from applicant. Complete packet sent to HQ USAREC.								
050910	E-mail from headquarters saying packet was good to go and sent to DACH.								
050930	Received word Father Zach was approved. Called him with the good news and briefed him on what happens next.								
051005	Called to check on him - doing well, but has not received appointment orders or Oath of Office yet.								
051101	Father Zach called to say he received his Oath of Office and was sworn in by CH Listeki.								
051102	Notified 88th RRC chaplain about Father Zach's approval and that he needs a TPU home.								

USAREC Form 200-7, Rev 1 May 2005

PREVIOUS EDITIONS WILL BE USED

V2.10

Figure M-1. Sample of a completed USAREC Form 200-7

ADDITIONAL INFORMATION

USAREC Form 200-7, Rev 1 May 2005 (Reverse)

Figure M-1. Sample of a completed USAREC Form 200-7 (Continued)

Appendix N

Chaplaincy Processing List

N-1. Procedures

The Rctg Bde USAR S-3 and CR will complete USAREC Form 533-C (fig N-1) in accordance with this appendix. All entries except the Remarks block and Mission line will be made in ink.

N-2. Policies

a. A separate USAREC Form 533-C will be maintained for each CR. All applicants who are interviewed and agree to process will be entered on the USAREC Form 533-C.

b. A new USAREC Form 533-C will be started quarterly. Maintain the current plus the last two completed USAREC Forms 533-C in the management binder. Place all applicants still considered active from the previous USAREC Form 533-C onto the current USAREC Form 533-C. The CR will enter CF (carried forward) to the left of any prospect's name which was carried forward from a previous USAREC Form 533-C.

c. Although each USAREC Form 533-C entry must ultimately be closed by DA board selection, loss of interest, or termination; a closed record does not necessarily mean termination of PDR. The CR may determine that the applicant is not sufficiently interested in further processing to warrant near-term followup and establish a more realistic suspense date in the future. In this case, the CR will terminate the USAREC Form 533-C record with the annotation LI (lost interest) in the "Remarks" block and the PDR will be annotated and suspended in the PDR file system. The planning guide will also be posted with the action required.

N-3. Instructions for completion of USAREC Form 533-C

a. Recruiter. Enter rank and CR's last name.

b. Quarter Initiated and Fiscal Year. Enter the quarter the USAREC Form 533-C is initiated and the current FY.

c. Mission Line. Update missions quarterly and achievements as they occur.

d. Name. Enter applicant's last name and first initial.

e. Faith Group. Enter applicant's faith group.

f. CH/CC. Enter CH for chaplain or CC for chaplain candidate.

g. Initial Interview Date. Enter date (YYMM-DD) of initial interview with applicant. Should be same as on PDR.

h. Physical Date. Enter date scheduled to take the physical.

i. Endorse Date. Enter date of endorsement from endorsing agent.

j. Waiver. If no waiver, leave blank. If a waiver is run, enter type of waiver:

- (1) Moral.
- (2) Medical.
- (3) RE code.
- (4) Age.
- (5) DA policy.

k. Packet Sent to USAREC. Enter date

packet was forwarded to HQ USAREC.

l. Lead Source. Enter lead source using codes provided in paragraph M-2b.

m. Remarks. Enter the date and disposition in accordance with the following:

(1) AA = Awaiting action from HQ USAREC (explain).

(2) AD = Awaiting documentation (explain).

(3) LI = Lost interest.

(4) T = Terminated.

(5) PDQ = Permanently disqualified (explain).

(6) TDQ = Temporarily disqualified (explain).

n. Quarter Credit Rec'd. Enter the RCM in which mission credit was received.

o. DA Select. Enter date of DA select or non-select.

NOTE 1: Place CF to the left of any prospect's name carried forward from a previous USAREC Form 533-C.

NOTE 2: Use pencil entries in "Remarks" block until disposition is finalized.

CHAPLAINCY PROCESSING LIST
(For use of this form see USAREC Reg 601-107)

RECRUITER: Special Category CRT

QUARTER INITIATED: 4

CURRENT QTR MSN: 3 / 6 CH/CC CURRENT QTR ACH: 2 / 5 CH/CC YTD MSN: 18 / 18 CH/CC YTD ACG: 8 / 15 CH/CC

FISCAL YEAR: 05

NAME	FAITH GROUP	CH/CC	INITIAL INTERVIEW DATE	PHYSICAL DATE	ENDORSE DATE	WAIVER	PACKET SENT TO USAREC	LEAD SOURCE	REMARKS	QUARTER CREDIT REC'D	DA SELECT
CF Johnson, Z.	RC	CH	050816	050826	050822	Medical	050908	WWW	Will do swear in 051102	SEP	050930
CF Metzmeier, W.	RC	CH	050715			Moral		ADCH	Needs moral waiver		
CF Hager, M.	CCCC	CC	050716	050725	050825			SEM			
Peters, J.	SBAPT	CC	050717	050815	050901		050908	SEM		SEP	050930

Figure N-1. Sample of a completed USAREC Form 533-C

Glossary

Section I Abbreviations

1SG

first sergeant

AAR

afteraction review

AD

active duty

ADHQ

Advertising HQ USAREC

ADSW

active duty for special work

ALRL

automated lead refinement list

AMEDD

Army Medical Department

AO

area of operation

ARISS

Army Recruiting Information Support System

ASB

United States Army Accessions Support Brigade

ASRPT

Average Station Report

ASVAB

Armed Services Vocational Aptitude Battery

ATAS

Automated Territory Alignment System

BLT

battalion leadership team

BT

basic training

CH/CC

chaplain/chaplain candidate

CLT

company leadership team

COI

centers of influence

CR

chaplain recruiter

CRT

chaplain recruiting team

DA

Department of the Army

DACH

Department of the Army Chaplain

DFP

drilling for points

DOD

Department of Defense

DSRPT

Detailed Station Report

ESS

education services specialist

FAZR

Force Structure Address and ZIP Code Re-alignment System

FOP

Future Officer Program

FSTP

Future Soldier Training Program

FY

fiscal year

FYTD

fiscal year to date

GOV

Government-owned vehicle

HCLT

health care leadership team

HCR

health care recruiter

HCRS

health care recruiting station

HCRT

health care recruiting team

HQ USAREC

Headquarters, United States Army Recruiting Command

HRAP

Hometown Recruiter Assistance Program

HS

high school

HSJR

high school junior

HSSR

high school senior

JROTC

Junior Reserve Officers' Training Corps

LGSC

large recruiting station

LRL

lead refinement list

LSA

lead source analysis

MAP

mission accomplishment plan

MEPS

Military Entrance Processing Station

MET

mobile examining team

MOPS

Media Online Placement System

MOU

Memorandum of Understanding

MRB

medical recruiting battalion

NCO

noncommissioned officer

NCOIC

noncommissioned officer in charge

OCR

on-campus recruiter

OMA

operations and market analysis

PDR

prospect data record

PFA

physical fitness assessment

PS

prior service

RA

Regular Army

RCM

recruiting contract month

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RMA

recruiting market analysis

ROTC

Reserve Officers' Training Corps

RPC

Reserve Partnership Council

RS
recruiting station

RSID
recruiting station identification

RST
rescheduled training

RWS
recruiter workstation

SASVAB
Student Armed Services Vocational Aptitude Battery

SME
subject matter expert

SMSC
small recruiting station

SRAP
Special Recruiter Assistance Program

SRP
School Recruiting Program

SSN
social security number

SY
school year

TAIR
Total Army Involvement in Recruiting

TDA
table of distribution and allowances

TDY
temporary duty

TOS
Top of the System

TPU
troop program unit

USAR
United States Army Reserve

USAREC
United States Army Recruiting Command

VIP
very important person

YTD
year to date

Section II Terms

NOTE: The below listed terms relate to chaplain recruiting.

applicant
An applicant is a person who applies for commission as a chaplain or chaplain candidate and is found eligible (after completing the applicant worksheet) for further processing.

blueprinting
Information about a lead that is known or obtained and documented for the purpose of establishing the order of contact and to assist in establishing rapport once contact is made.

chaplain
An ordained member of the clergy from a DOD-recognized faith group, who has completed 90 semester hours of graduate-level education in theology, and provides religious support to Soldiers.

chaplain candidate
A graduate-level theological student or graduate commissioned in the USAR in the grade of second lieutenant, who is enrolled in an Army training program to prepare for the US Army chaplaincy.

chaplain mentor
An AD or USAR chaplain or senior chaplain assistant, who volunteered to offer counsel and guidance to CH/CC applicants in their area. The United States Army Reserve Command CH/CC Mentor Program will guide their activities.

ecclesiastical approval
Approval provided to a theology student from their faith group headquarters to serve as a chaplain candidate.

ecclesiastical endorsement
An endorsement provided to a member of the clergy from a faith group headquarters, that is recognized by the Armed Forces Chaplains Board, allowing them to serve in the military as a chaplain of that faith group.

faith group
Any religious body or group, voluntarily united in the practice of their faith, by commonly held distinctive religious convictions and mutual adherence to doctrines requiring worship separate from other religious groups, either as a matter of regular practice or by preference.

ordained
Appointed or conferred by ceremonial ritual or discipline of a faith group, church, religious sect, or organization established on the basis of the community's doctrine and practice of a religious character, to preach and teach the doctrines of such faith group, church, sect, or organization, and to administer the rites and ceremonies in public worship.

reentry eligibility codes
Reentry codes are assigned to Soldiers who do not immediately reenlist at the last duty station

to which assigned. The purpose of these codes is to inform the CR of the prospect's eligibility to reenter military service.